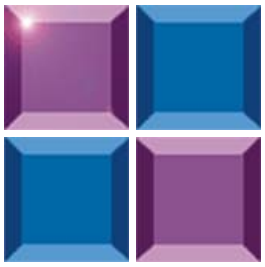
DATA PRO ACCOUNTING SOFTWARE, INC.

Payroll

with Employee Management, check Writing and Direct Deposit
Part #108

User Manual



DATA PRO ACCOUNTING SOFTWARE, INC.

Advanced Accounting Software & Secure Internet Solutions

Version 7.3

Information in this document is subject to change without notice and does not represent a commitment on the part of Data Pro Accounting Software, Inc. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. The purchaser may make one copy of this software for backup purposes. No part of this manual or other materials included with the package, may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying and recording for any purpose, other than the purchaser's personal use, without the written permission of Data Pro Accounting Software, Inc.

© 1985-2008 Data Pro Accounting Software, Inc.

Data Pro Accounting Software is a trademark of Data Pro Accounting Software, Inc.

No investigation was made into the common-law trademark rights of any word. Every effort was made to capitalize or highlight, in some manner, any word with current registrations.

All companies, products, addresses, and persons contained herein are intended to be completely fictitious and are designed solely to document and exemplify the use of Data Pro Accounting Software, Inc.'s products.

This page intentionally left blank.

TABLE OF CONTENTS

Description	Page
CHAPTER 1 INTRODUCTION	*1-1*
DEPARTMENTAL OPTION	**1-2**
JOB COST OPTION	**1-2**
WORKERS' COMPENSATION OPTION	**1-3**
DIRECT DEPOSIT OPTION	**1-3**
TAX TABLES	**1-3**
TIME CATEGORIES	**1-4**
SYSTEM INTEGRATION	**1-5**
Integration w/General Ledger	1-5
Integration w/Job Cost Main Module	1-6
DATA FILE DESCRIPTIONS	**1-7**
PREPRINTED FORMS	**1-9**
EMPLOYEE MAILING LABELS	**1-9**
MASKED FIELDS	**1-9**
TRANSACTION PROCESSING FLOWCHARTS	**1-10**
CHAPTER 2 SET UP AND MAINTENANCE	*2-1*
GENERAL OVERVIEW	**2-1**
NAVIGATION TOOLS	**2-4**
SET UP EMPLOYEES	**2-5**
Inquiry Mode (PR0400)	2-6
Add Mode (PR0401)	2-6
Change Mode (PR0402)	2-19
Delete Mode (PR0403)	2-20
Copy Mode (PR0404)	2-20
IMPORT EMPLOYEES (PR0601)	**2-20**
Fixed Length ASCII Files	2-22
Variable Length ASCII Files	2-23
Comma Delimited *.PRN Files	2-23
File Import Modules Overview	2-24
Sample Import Employees File	2-26
RENAME PR EMPLOYEE NUMBER (PR0450)	**2-32**
SET UP DEPARTMENTS	**2-34**
Inquiry Mode (PR0404)	2-34
Add Mode (PR0405)	2-34
Change Mode (PR0406)	2-36
Delete Mode (PR0407)	2-36
Copy Mode (PR0408)	2-36
SET UP SPECIAL PAY TYPES	**2-37**
Inquiry Mode (PR0408)	2-37
Inquiry Mode (PR0409)	2-37
Change Mode (PR0410)	2-41
Delete Mode (PR0411)	2-42
Copy Mode (PR0412)	2-42
SET UP TAX TABLES	**2-42**
Inquiry Mode (PR0412)	2-43
Add Mode (PR0413)	2-43
Change Mode (PR0414)	2-52
Delete Mode (PR0415)	2-52
Copy Mode (PR0416)	2-52

TABLE OF CONTENTS (continued)

Description	Page
UPDATE TAX TABLES FROM MASTER FILE (PR0417)	**2-53**
SET UP WORKERS' COMP. CLASSES	**2-53**
Inquiry Mode (PR0425)	2-53
Add Mode (PR0426)	2-54
Change Mode (PR0426)	2-55
Delete Mode (PR0427)	2-55
Copy Mode (PR0428)	2-55
PAYROLL CONFIGURATION (PR0223)	**2-56**
MASTER CONFIGURATION (PR0420)	**2-56**
GENERAL LEDGER ACCOUNTS	**2-60**
TIME CATEGORIES	**2-61**
SYSTEM INTEGRATION	**2-62**
MAINTAIN DATA FILES (PR0422)	**2-62**
START NEW YEAR'S DATA FILE (PR0423)	**2-63**
MAKE COMPLETE DATA BACKUPS	**2-66**
CHAPTER 3 ENTER TRANSACTIONS	***3-1***
SINGLE EMPLOYEE ENTRY (PR0101)	**3-1**
RAPID EMPLOYEE ENTRY (PR0102)	**3-5**
PRINT CHECK SUMMARY (PR0104)	**3-9**
PRINT CERTIFIED PAYROLL (PR0110)	**3-15**
PRINT CHECKS (PR0105)	**3-18**
WRITE A SINGLE CHECK (PR0107)	**3-21**
RECORD ACCRUED PERSONAL TIME (PR0108)	**3-24**
RECORD EMPLOYEE COMMENTS (PR0109)	**3-24**
CHAPTER 4 PRINT REPORTS	***4-1***
STANDARD FEATURES FOR REPORTS	**4-1**
CTRL+O (Output Options)	4-1
Font Attributes	4-2
Report Print Options	4-2
Displayed Report Options	4-3
Range of Accounts	4-3
Report Sorting Preference	4-3
Masking (Wildcards)	4-3
Period to Report On	4-4
Cancel the Print Job	4-4
TRANSACTION REPORTS	**4-4**
Check Register (PR0201)	4-4
Check Register by Employee (PR0202)	4-10
EMPLOYEE/DEPARTMENTAL SUMMARIES	**4-16**
Monthly Pay Summary (PR0203)	4-16
Quarterly Pay Summary (PR0204)	4-18
Annual Pay Summary (PR0205)	4-20
Departmental Expense Summary (PR0206)	4-22
Special Pay Type Register (PR0211)	4-24
Employee Hours Report (PR0220)	4-28
PERSONNEL REPORTS	**4-31**
Employee Pay Review Reminder (PR0207)	4-31
Employee Pay Review (PR0208)	4-33

TABLE OF CONTENTS (continued)

Description	Page
Employee Personal Time Balance (PR0209)	4-35
Employee Comments Report (PR0219)	4-37
TAX REPORTS	**4-39**
Unemployment Tax Reports (PR0210)	4-39
MONTHLY WORKER'S COMPENSATION REPORT (PR0224)	**4-43**
Quarterly Pay Summary (for 941) (PR0226)	4-45
PRINT W-2 FORMS (PR0212)	**4-48**
W-2 REPORTING ON DISKETTE Magnetic media - MMREF-1 FORMAT (PR0225)	**4-50**
Windows GUI and Character-based Systems	4-50
LINUX	4-50
PRINT W-2 TOTALS (PR0230)	**4-53**
MAINTENANCE REPORTS (PR0110)	**4-55**
Employee Listing (PR0213)	4-55
Department Listing (PR0214)	4-59
Time Category Listing (PR0215)	4-62
SPECIAL PAY TYPE LISTING (PR0216)	**4-64**
TAX TABLE LISTING (PR0217)	**4-67**
Workers' Compensation Classes Listing (PR0223)	4-74
Employee Mailing Labels (PR0218)	**4-77**
CHAPTER 5 PERFORM ANALYTICAL GRAPHS	***5-1***
PAYROLL EXPENSE BY DEPARTMENT (PR0301)	**5-1**
EMPLOYEE PERSONAL TIME COMPARISON (PR0302)	**5-2**
EMPLOYEE RANKING BY TIME CATEGORY (PR0303)	**5-3**
INDEX	***I-1***

This page intentionally left blank.

CHAPTER 1 INTRODUCTION

Simply stated, the purpose of a payroll system is to calculate employee pay, generate paychecks, and track employee tax information. The Payroll system expands on this simplified description to bring you a very sophisticated integration of a complete pay calculation and check writing module, providing detailed personnel reporting and analysis, as well as multi-departmental and multi-state breakdowns.

The pay calculation and check writing module provides rapid or single pay data entry, allowing salaried and hourly employees. Hourly employees may have up to twenty **(20)** different hourly rates on the same pay period. The following pay cycles may be handled individually or in combined paycheck runs:

- **Daily**
- **Weekly**
- **Bi-Weekly**
- **Semi-Monthly**
- **Monthly**
- **Quarterly**
- **Semi-Annually**
- **Annually**

Complete check runs or individual checks may be generated at any time. On-line employee inquiries provide current month, quarter and Year-to-Date pay and tax information. The Job Cost feature optionally allows the allocation of employee's salaries and wages to multiple Projects. The allocation of the payroll to Projects may also be used in combination with the departmentalization feature.

The departmental features optionally allow all processing and reporting by department. In addition, multi-department allocations are permitted by employee. The workers' compensation features optionally allow the tracking and reporting of wages and salaries by multiple workers' compensation class codes.

State specific income **(SIT)** and unemployment tax **(SUTA)** features optionally allow the simultaneous processing of all **50** states. The system automatically keeps track of each state's information and allows tax reporting by state. Local income tax **(LIT)** may also be calculated and reported.

Optional special non-cash earnings and **401K** type deductions may also be utilized. Tips are fully supported by the system; including a ***"tip boost"*** warning if below minimum wage. Personnel reporting and analysis is provided through tracking of personal time balances and employee personnel comments. In addition, the Payroll system provides pay review reporting and scheduling, as well as graphs which indicate abuses to personal time allowances.

As you can see, the Payroll module not only provides you with the tools necessary to efficiently process your company's payroll requirements, but also provides you with the management information necessary to direct the performance of your staff.

DEPARTMENTAL OPTION

The Payroll system optionally allows you to process payroll information on a departmental basis. When you initially start up on this system, you may specify if you want to use the departmental option. If you do not turn on the Department feature, the system will never ask you for a department number. If you turn on the departmental feature will be activated. You may switch from departmental to non-departmental without any additional re-keying or re-sorting of data. Before changing from non-departmental to departmental, you must first pack your data files and then proceed with setting set up all of the departmental information.

The following features summarize the effects of using the departmental feature:

1) You must perform the initial set up of your departments. This includes department number, description, GL account numbers for wages and expenses, and the expense allocation factor.

2) Each employee should be tied to a *"Home"* department.

3) All reports, data entry and employee selection may be specified by department.

4) Pay data entry can allocate employee time to individual departments; up to twenty (20) departments per employee per pay check.

5) Payroll expenses will be allocated to various departments based on the allocation of employee time between departments.

JOB COST OPTION

The Payroll module optionally allows you to allocate employee's salary and wages to projects or jobs. This feature should only be turned on if you have purchased the **Job Cost Main Module**. When you initially start up on the system, you may specify whether you want to use the Job Cost feature. If you do not use this feature, the system will not allow the input of costing information. If you turn on this feature, the system will allow you to allocate some or all of an employee's time to specific projects or jobs. This does not restrict the allocations to departments by using this option. You may combine both departmental and project allocations at the same time of entry by the same employee.

The following features summarize the effects of using the Job Cost feature:

1) You must specify in the Master Configuration what level of detail the Job Cost Main Module has been configured for. You may specify the employee name, employee number, or none.

2) You must specify the default-billing rate for each employee. The system will then always default to this rate unless you decide to override it.

3) Pay data entry may allocate employee time to specific projects. This may include up to twenty **(20)** jobs per employee, per pay period.

4) Payroll expenses will be allocated to various projects based on the Payroll Overhead expense factor set up in each project and the employee time and wages allocated to the project.

WORKERS' COMPENSATION OPTION

The Payroll system optionally allows you to process payroll information by workers' compensation class codes. When you initially start up on this system, you may specify if you want to use the workers' compensation option. If you do not specify this option, the system will never ask you for a workers' compensation class code. If you turn this on, this feature will be activated.

The following features summarize the effects of using the workers' compensation feature:

1) You must perform the initial set up of your workers' compensation class codes. This includes the four character code, description, state, predefined hourly pay rate, insurance rate, and insurance maximum and the calculation type as it relates to the inclusion of overtime hours and whether it should accumulate monthly totals so reports may be run for prior months.

2) Each employee should be tied to a *"default"* workers' compensation class.

3) Pay data entry can allocate employee wages and salary for up to twenty **(20)** workers' compensation classes per employee, per pay check.

Workers' Compensation Classes will keep track of the various types of work an employee may perform on the job, as well as different pay and insurance rates based on the type of work being performed. This optional feature is most common in union and construction payroll environments. Reporting is summarized by state and job classification.

DIRECT DEPOSIT OPTION

The Payroll system optionally allows you to process Direct Deposit payroll information electronically from your Bank Account to your employee's bank account(s). When you initially start up on this system and you wish to utilize this option, you will need to follow the steps outlined in the Check Reconciliation module for setting up an **EFT Processor** and transmitting **EFT Batches**. Also, the Employee setup for Direct Deposit under the option ***"Add/Change an Employee"*** will need to be followed.

TAX TABLES

The Payroll system allows the simultaneous processing of multiple state and local taxes. The system accomplishes this by allowing each employee to have five **(5)** different tax tables.

Each employee's tax tables are required to be in the following format:

- **Federal Tax Table**
- **State Tax Table**
- **Additional State Tax *(optional)***
- **Local Tax Table**
- **Additional Local Tax *(optional)***

Although there are five **(5)** tables, only three **(3)** different taxes are supported; Federal **(FIT)**, State **(SIT)**, and Local **(LIT)**. Table numbers **2** and **3** combine to calculate SIT. Tables **4** and **5** combine to calculate LIT. ***(The use of LIT is completely optional.)*** The need for two tax tables for SIT and LIT calculations is to provide you with enough flexibility to handle the tax calculations for states and municipalities that utilize very complex formulas.

Every employee working in the U.S. should have at least **two** tax tables **(Federal & State)** set up in order to calculate FUTA and SUTA ***(even if the state does not have any income tax)***. Unemployment tax calculations are also established in the tax table file. Federal unemployment tax **(FUTA)** is defined in the federal tax tables, and state unemployment tax **(SUTA)** in the state tax tables.

If you have multiple tax tables for the same state, make certain that all tables have the same SUTA information. This also applies to the federal tax tables, since separate tables are required for married **(Table: FED-M)** and single **(Table: FED-S)**.

NOTE

The system provides the standard tax table information for both Federal and State Income Tax calculations. Normally, these tables are already set up in your system. Customers who are current on their Annual License Fees will be issued updates to the Tax Tables as they occur.

Please note that the General Ledger accounts and the Unemployment Tax Percent may need to be changed to meet your specific requirements. In addition, after you receive the tax update, it is your responsibility to verify that the tax calculation meets your legal requirements.

TIME CATEGORIES

The Payroll system allows you to predefine ***"time categories."*** These time categories are used to display the type of hours that are being entered ***(e.g., Regular, Overtime, etc.)*** through the ***"Enter Pay Data"*** options. These time categories are also used to automatically calculate the hourly rate for hourly employees and track personal time balances ***(e.g., Vacation, Sick, Holiday, etc.)***.

There are fifteen **(15)** time categories that may be defined, however, categories eleven through fifteen are handled by the system in a special way. These are referred to as personal time and will **"count down"** the personal time balances for the employee each time they are used. These personal time categories allow you to allocate hours to each employee for such things as vacation time, personal time, etc. and then the system will **"use up"** this time as the pay data is entered with hours assigned to these types.

Time category ten is used by the system to indicate piecework type pay. The number of **"pieces"** should be entered instead of hours and the system will not consider this as hours during the calculations and updates.

The default time category description and factors are listed below.

Description	Factor
1) Regular	1.0000
2) Overtime	1.5000
3) Double	2.0000
4) Holiday	2.5000
5-9)	Blank
10) Piecework	1.0000
11) Vacation	1.0000
12) Sick Time	1.0000
13) Personal	1.0000
14) Unexcused	0.0000
15) Misc.	0.0000

The factors listed above, are used as a direct multiplier to the employee's hourly rate. In other words, if an employee's hourly rate is $10.00 and his time is entered as a time category #2 ***(Overtime)***, which has a factor of 1.5000, then his hourly rate will be $15.00. A single employee may have time entered for up to **15** different time categories per pay check. Time may be classified to multiple categories for salaried employees; however, the factor is ignored.

SYSTEM INTEGRATION

This section includes a brief overview of how the Payroll system integrates with **General Ledger**.

Integration w/General Ledger

If your Payroll system is interactive with the **General Ledger** module, the General Ledger Integration File will be updated after printing your pay checks. Every department, tax table, and special pay type has a General Ledger account associated with it that will be used in the General Ledger journal entry. This journal entry is normally posted after each pay check cycle.

The following displays the typical non-departmental journal entry:

Account Description	Debit	Credit
PAYROLL JOURNAL ENTRY		
Wages & Salaries	X	
Additional Earnings	X	
FIT Withheld		X
SIT Withheld		X
LIT Withheld		X
FICA Expense Employer's	X	
FICA Payable Employer's		X
FICA Payable Employee's		X
FUTA Expense	X	
FUTA Payable		X
SUTA Expense	X	
SUTA Payable		X
Deductions		X
Cash		X

The following displays the typical departmental journal entry.

Account Description	Debit	Credit
MAIN COMPANY JOURNAL ENTRY		
Inter-Dept Account	X	
Dept. OH Expense Credit		X
Additional Earnings	X	
FIT Withheld		X
SIT Withheld		X
LIT Withheld		X
FICA Expense Employer's	X	
FICA Payable Employer's		X

Account Description	Debit	Credit
FICA Payable Employee's		X
FUTA Expense	X	
FUTA Payable		X
SUTA Expense	X	
SUTA Payable		X
Deductions		X
Cash		X
DEPT. JOURNAL ENTRY		
Dept. Wages & Salaries	X	
Allocated Expenses	X	
Inter-Department Account		X
and/or		
PROJECT ALLOCATION JOURNAL ENTRY		
Work-In-Progress	X	
Allocated Expenses	X	
Inter-Department Account		X

You may update your general ledger at any time by entering General Ledger and executing the ***"Post Integration Files"*** option. ***(See your General Ledger manual for details.)*** Or, if you choose the option ***"Automatically Post Integration Modules"*** in the General Ledger Master Configuration, these same transactions will be posted in real time to the General Ledger each time a transaction is entered into the Payroll system.

Integration w/Job Cost Main Module

If your Payroll system is interactive with the **Job Cost Main Module**, this module will be updated at the time that you print pay checks. Costs may be allocated to various projects in either of these two modules. After allocating the time to various projects, you may simply proceed to run the payroll cycle as normal. Once the checks are printed, the system will simultaneously update both the projects as well as the employee's master file. Please note that the Job Cost versions of Accounts Payable, Accounts Receivable, Manufacturing Inventory Management, Payroll, and Purchase Order Entry are designed to work with the Job Cost Main Module.

DATA FILE DESCRIPTIONS

The Payroll module utilizes the following data files:

- **Master Configuration**
- **Employee File**
- **Current Pay Data File**
- **Transaction File**
- **Transaction Detail File**
- **Department File**
- **Special Pay Types File**
- **Tax Table File**
- **Employee Comments File**
- **Workers' Compensation Class File**
- **Payroll Historical File**
- **General Ledger Integration File**

These files are defined here.

File Name	Description
Master Configuration File (filetype: PR00) (filename: coPR0.dbf, where "co" represents the company number)	This file contains your Master Configuration, General Ledger Accounts, Time Categories, and Integration with other modules.
Employee File (filetype: PR01) (filenames: coPR1cy.dbf and coPR1cy.mdx, where "cy" represents the last 2 digits of the calendar year)	This file contains the master payroll information for each of your employees, including name, address, historical information, tax status, etc.
Current Pay Data File (filetype: PR11) (filenames: coPRB.dbf and coPRB.mdx)	This file contains current pay data information for the current pay cycle.
Transaction File (filetype: PR02) (filenames: coPR2cy.dbf and coPR2cy.mdx, where "cy" represents the last 2 digits of the calendar year)	This file contains each transaction, or check, entered into the Payroll system for the fiscal year. This file is used when printing the Check Register and the Check Register by Employee.

Transaction Detail File (filetype: PR12) (filenames: coPRCcy.dbf and coPRCcy.mdx where "cy" represents the last 2 digits of the calendar year)	This file contains all of the pay data detail for each transaction posted to payroll.
Department File (filetype: PR03) (filenames: coPR3cy.dbf and coPR3cy.mdx , where "cy" represents the last 2 digits of the calendar year)	This file contains the Department information for your company, such as the department description, overhead factor for allocation of expenses, and total hours and wages for each period of the current fiscal year.
Special Pay Types File (filetype: PR04) (filenames: coPR4.dbf and coPR4.mdx)	This file contains the Special Pay Types that you may wish to use when entering the payroll data for additional earnings, non-cash earnings, deductions, or additional Federal Income Tax withholding.
Tax Table File (filetype: PR05) (filenames: coPR5.dbf and coPR5.mdx)	This file contains the Tax Table information to allow the system to calculate Federal Income Tax, State Income Tax, Local Income Tax, and the Unemployment Taxes.
Employee Comments File (filetype: PR06) (filenames: coPR6.dbf and coPR6.mdx)	This file contains the employee comments that may be entered to record special comments or reminders for each employee for employee review purposes.
Workers' Compensation Class File (filetype: PR07) (filenames: coPR7.dbf and coPR7.mdx)	This file contains the workers' compensation class codes that you wish to use to classify each employee's wages for insurance reporting purposes.
Payroll Historical File (filetype: PR22) (filenames: coPRMcy.dbf and coPRMcy.mdx, where "cy" represents the last 2 digits of the calendar year)	This file contains the historical information on all employee's wages and taxes in monthly totals for the calendar year.
General Ledger Integration File (filename: PR2GL.co)	If you are processing interactive with General Ledger, all transactions which require General Ledger updates will post to this file. Once the update is performed in General Ledger, this file will be cleared and made ready for new transactions.

PREPRINTED FORMS

This section outlines the various forms available for the Payroll module. As in other systems, several types of forms may be used with this program. For convenience, custom forms modifications may be made to accommodate any specific needs of a particular business. The forms that are shipped standard with this module and the preprinted forms that are supported by the accounting system are described in the **Payroll** sections of the ***Infinity POWER Supported Forms Reference Manual***. This can be found in the User Manuals section of the Data Pro web site and on the CD-ROM.

Preprinted forms will be illustrated in the **DPAForms** section located in this manual. If you find that customization of your forms is necessary, **DPAForms** can adjust any preprinted form to meet your specific form printing need.

Most of the forms illustrated in the **DPAForms** catalogue are also available in **"Laser Form"** format. This means these versions of the forms are pre-cut to specifically meet the needs of the various HP LaserJet and compatible printers. **Infinity POWER** programs have already included the necessary forms files with your software for you to utilize this advanced feature. All forms that have an **"L"** in their form name have been modified to accommodate form printing on LaserJet printers.

To utilize any of the forms listed here, simply go to the **Payroll>Set Up and Maintenance>Payroll Configuration** option. In Change mode, select the ***"Master Configuration"*** tab and input the name of the form you want to use in the ***"W-2 Form"*** field. This tells the system which forms you would like to use.

You may change forms styles as often as you would like and at any time.

EMPLOYEE MAILING LABELS

The size label used for the printing of employee mailing labels is:

15/16" X 3 1/2"

MASKED FIELDS

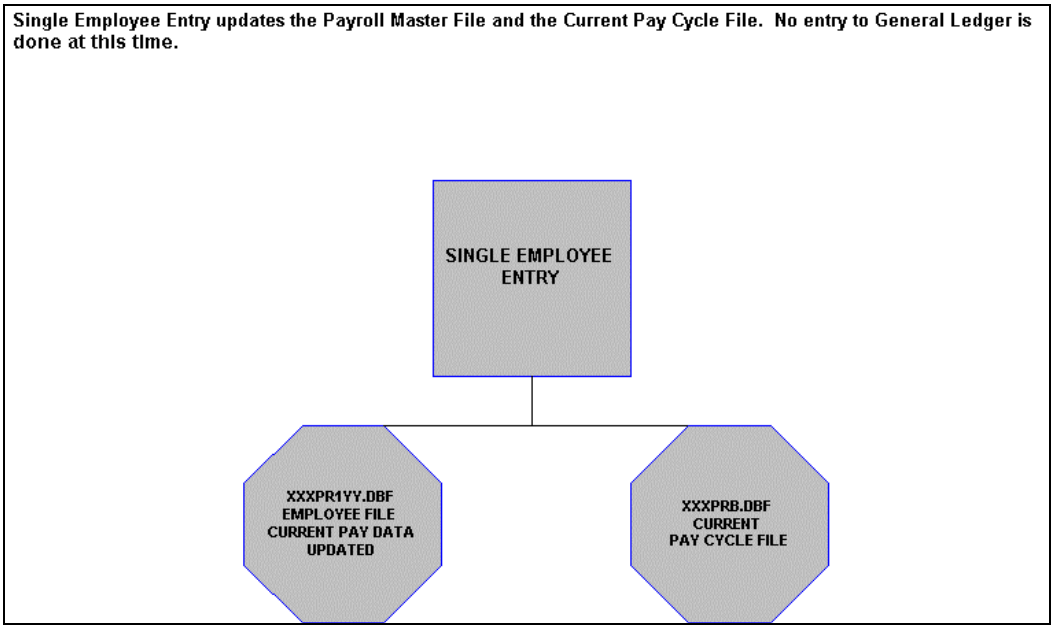
The following field can be **"Masked"** when generating certain reports from the system:

Department Number

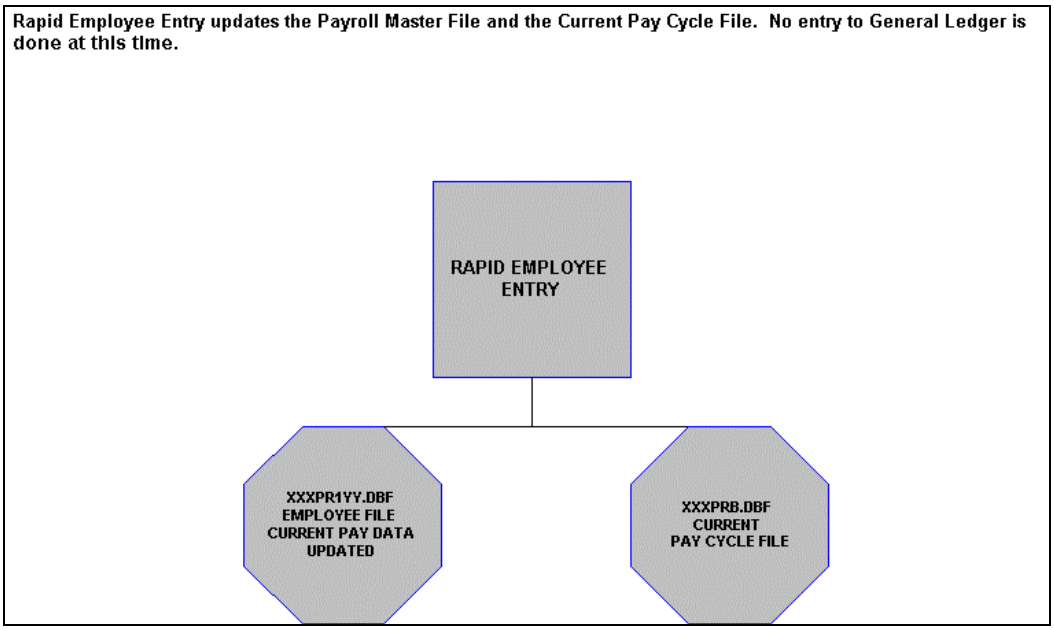
TRANSACTION PROCESSING FLOWCHARTS

This section covers the processing flow for the different types of transaction processing in the Payroll system.

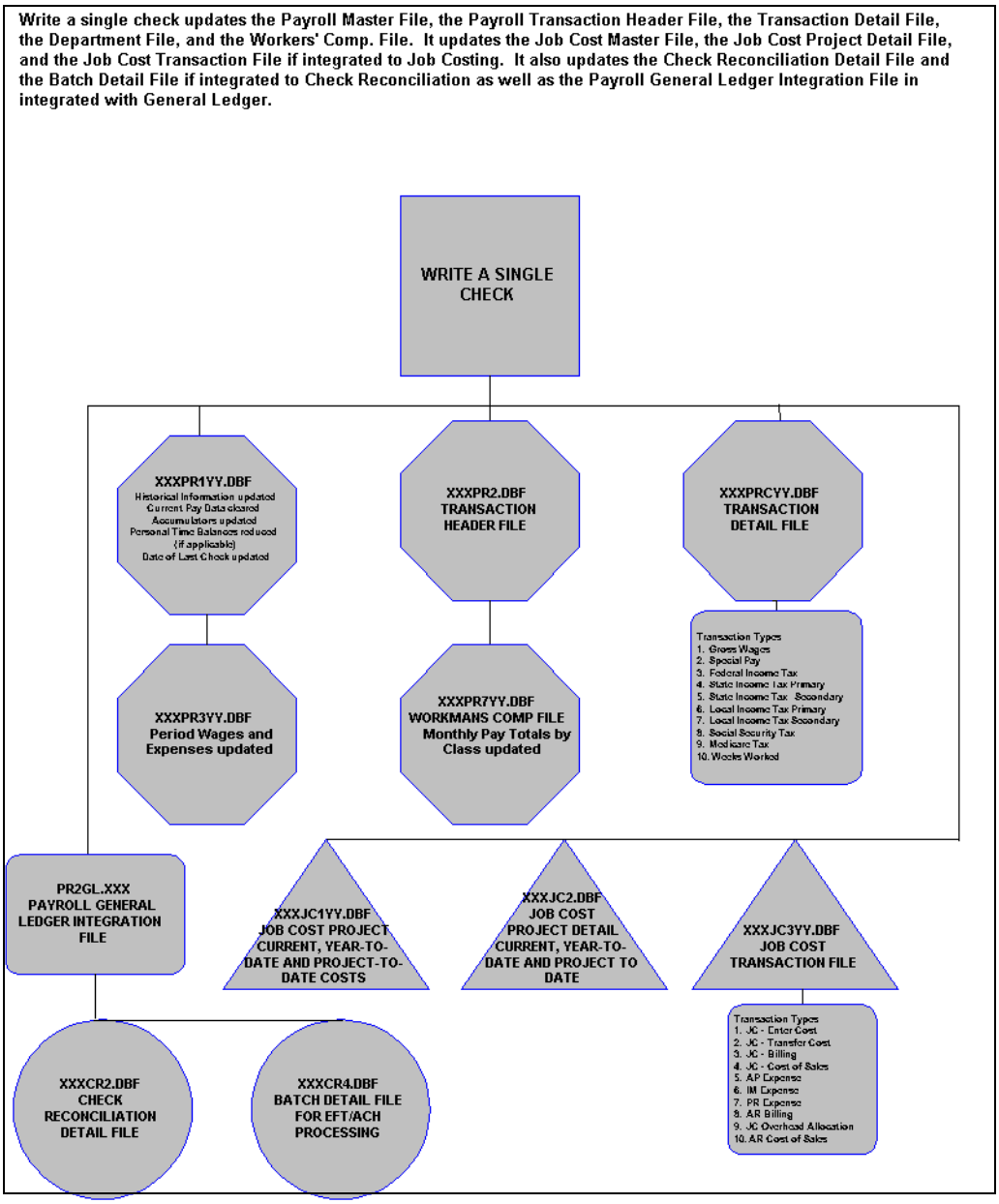
Single Employee Entry Flowchart


Single Employee Entry updates the Payroll Master File and the Current Pay Cycle File. No entry to General Ledger is done at this time.
SINGLE EMPLOYEE ENTRY
XXXPR1YY.DBF EMPLOYEE FILE CURRENT PAY DATA UPDATED
XXXPRB.DBF CURRENT PAY CYCLE FILE

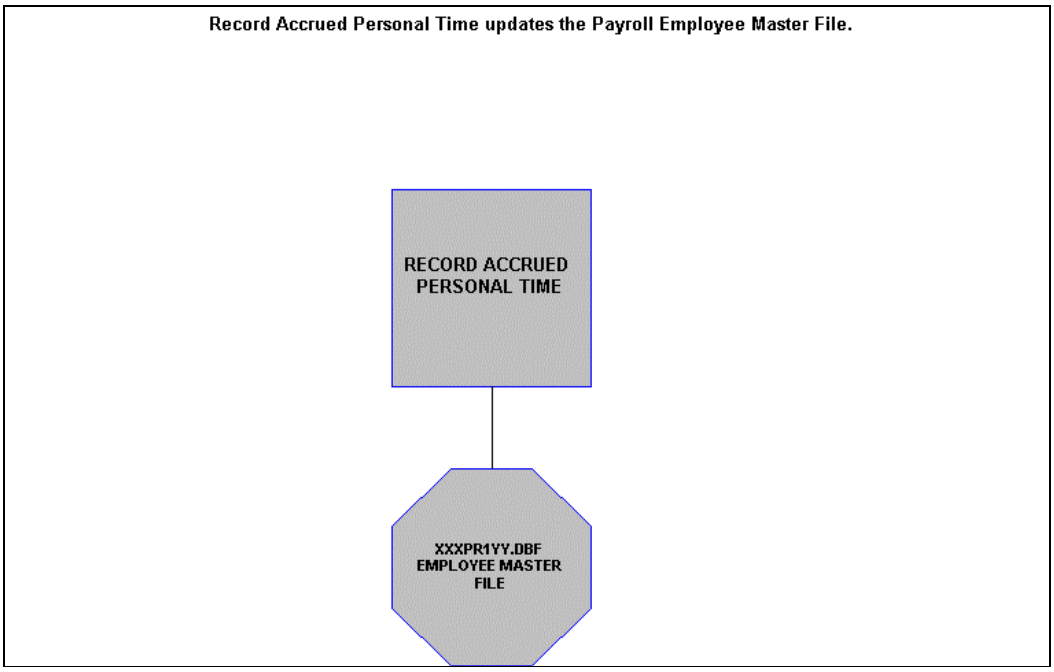
Rapid Employee Entry Flowchart


Rapid Employee Entry updates the Payroll Master File and the Current Pay Cycle File. No entry to General Ledger is done at this time.
RAPID EMPLOYEE ENTRY
XXXPR1YY.DBF EMPLOYEE FILE CURRENT PAY DATA UPDATED
XXXPRB.DBF CURRENT PAY CYCLE FILE

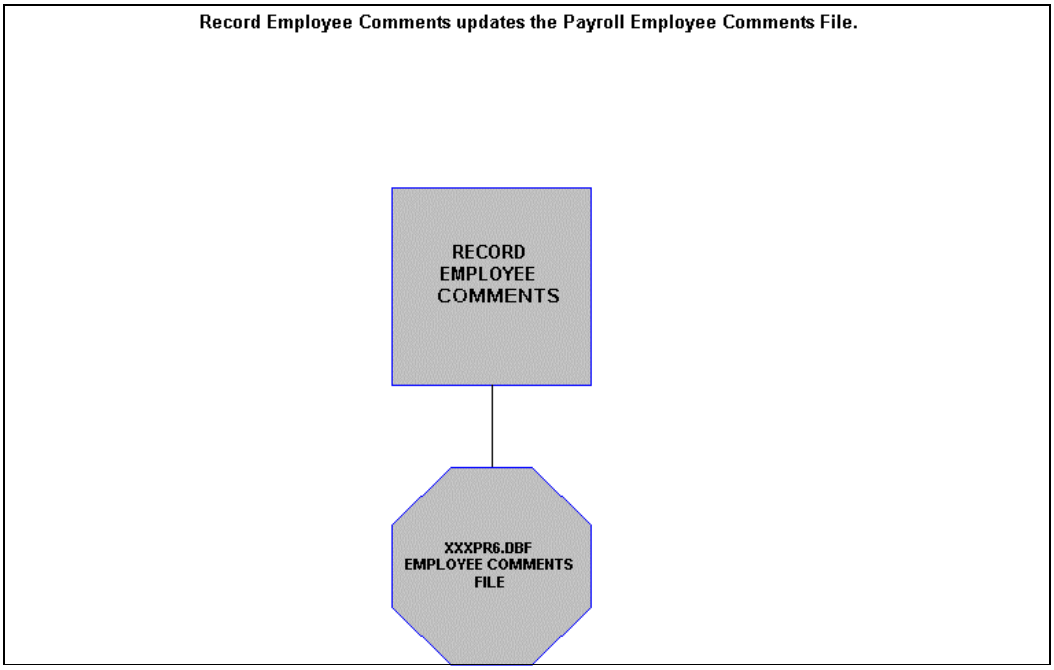
Write a Single Check Flowchart


Write a single check updates the Payroll Master File, the Payroll Transaction Header File, the Transaction Detail File, the Department File, and the Workers' Comp. File. It updates the Job Cost Master File, the Job Cost Project Detail File, and the Job Cost Transaction File if integrated to Job Costing. It also updates the Check Reconciliation Detail File and the Batch Detail File if integrated to Check Reconciliation as well as the Payroll General Ledger Integration File in integrated with General Ledger.
WRITE A SINGLE CHECK
XXXPR1YY.DBF
Historical Information updated
Current Pay Data cleared
Accumulators updated
Personal Time Balances reduced (if applicable)
Date of Last Check updated
XXXPR2.DBF TRANSACTION HEADER FILE
XXXPRCYY.DBF TRANSACTION DETAIL FILE
Transaction Types
1. Gross Wages
2. Special Pay
3. Federal Income Tax
4. State Income Tax Primary
5. State Income Tax Secondary
6. Local Income Tax Primary
7. Local Income Tax Secondary
8. Social Security Tax
9. Medicare Tax
10. Weeks Worked
XXXPR3YY.DBF Period Wages and Expenses updated
XXXPR7YY.DBF WORKMANS COMP FILE Monthly Pay Totals by Class updated
PR2GL.XXX PAYROLL GENERAL LEDGER INTEGRATION FILE
XXXJC1YY.DBF JOB COST PROJECT CURRENT, YEAR-TO-DATE AND PROJECT-TO-DATE COSTS
XXXJC2.DBF JOB COST PROJECT DETAIL CURRENT, YEAR-TO-DATE AND PROJECT TO DATE
XXXJC3YY.DBF JOB COST TRANSACTION FILE
Transaction Types
1. JC - Enter Cost
2. JC - Transfer Cost
3. JC - Billing
4. JC - Cost of Sales
5. AP Expense
6. IM Expense
7. PR Expense
8. AR Billing
9. JC Overhead Allocation
10. AR Cost of Sales
XXXCR2.DBF CHECK RECONCILIATION DETAIL FILE
XXXCR4.DBF BATCH DETAIL FILE FOR EFT/ACH PROCESSING

Record Accrued Personal Time Flowchart


Record Accrued Personal Time updates the Payroll Employee Master File.
RECORD ACCRUED PERSONAL TIME
XXXPR1YY.DBF EMPLOYEE MASTER FILE

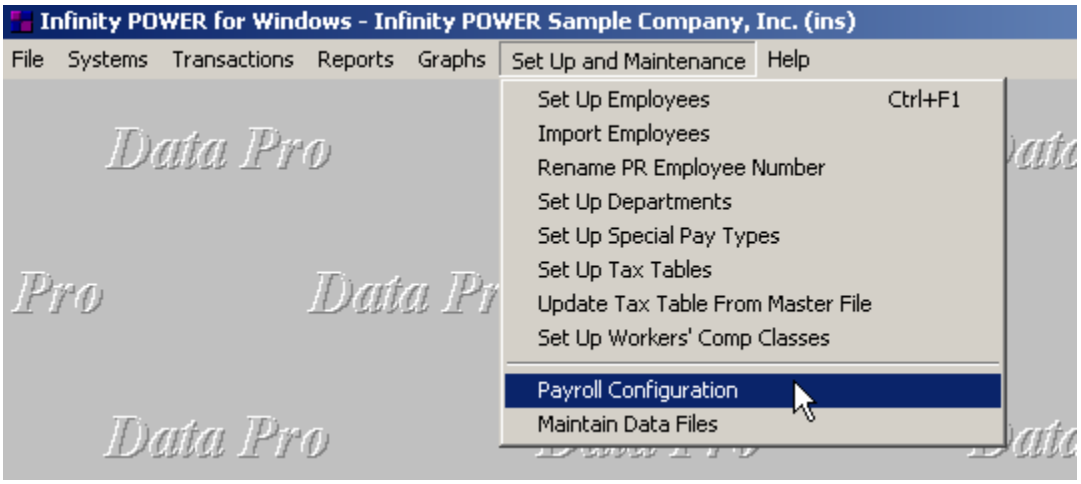
Record Employee Comments Flowchart


Record Employee Comments updates the Payroll Employee Comments File.
RECORD EMPLOYEE COMMENTS
XXXPR6.DBF EMPLOYEE COMMENTS FILE

This page intentionally left blank.

CHAPTER 2 SET UP AND MAINTENANCE

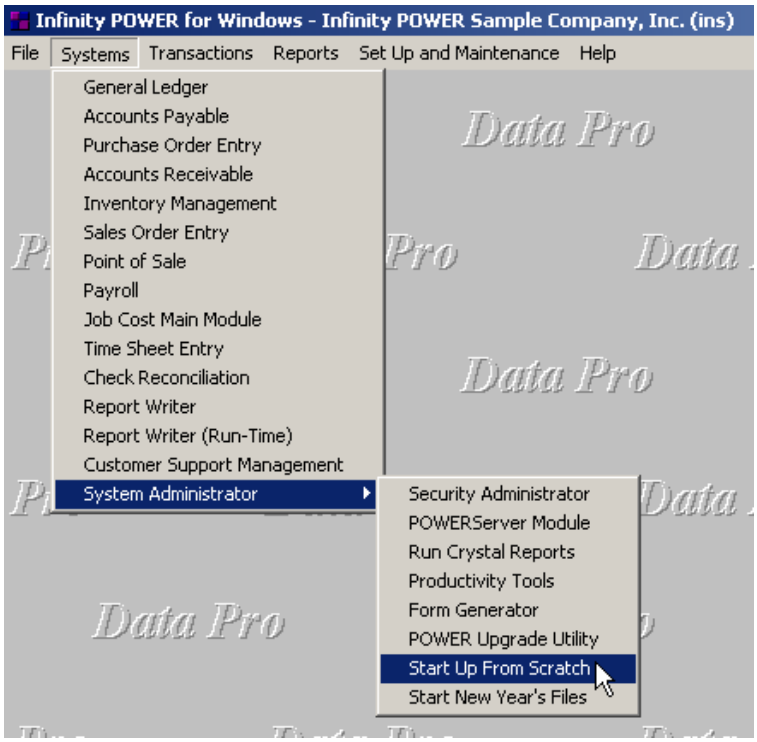
This chapter provides you with a step-by-step procedure for the initial set up and routine maintenance of your **Payroll** files. When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



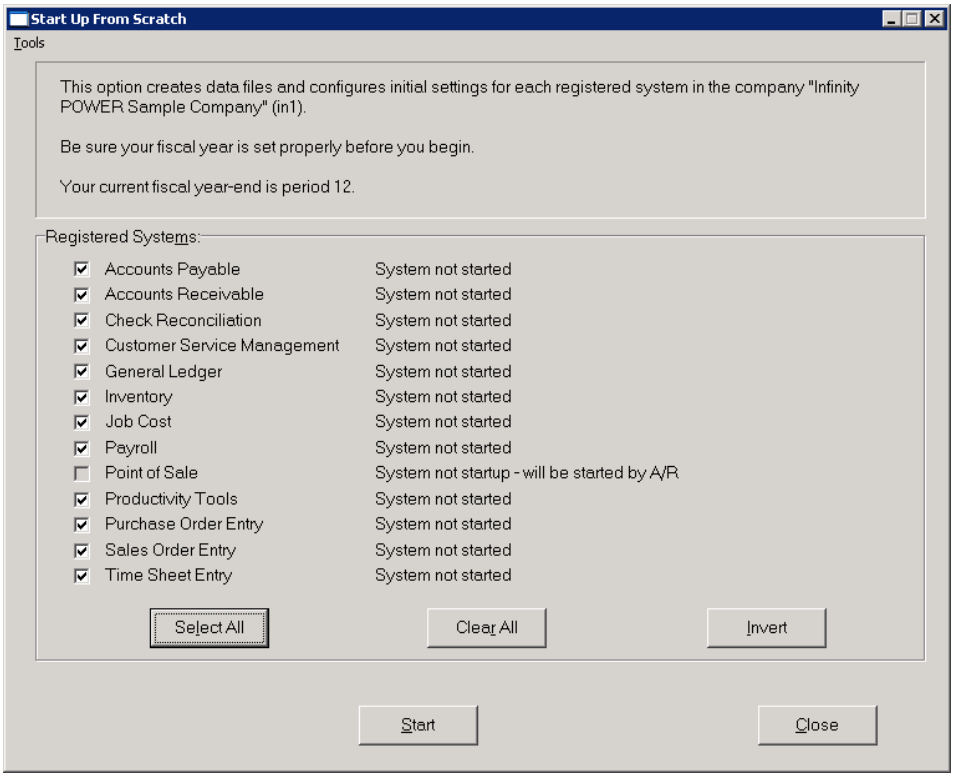
GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, ***(Chapter 1)***, you are ready to set up your master Payroll files from scratch. Select the ***"Systems"*** option from the Menu Bar. Then, select the ***"System Administrator"*** option. Then, select the ***"Start up from Scratch"*** menu option as shown on the following screen.

"Start Up From Scratch" is utilized to set up your initial Payroll and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Payroll option ***"Maintain Payroll Files."***



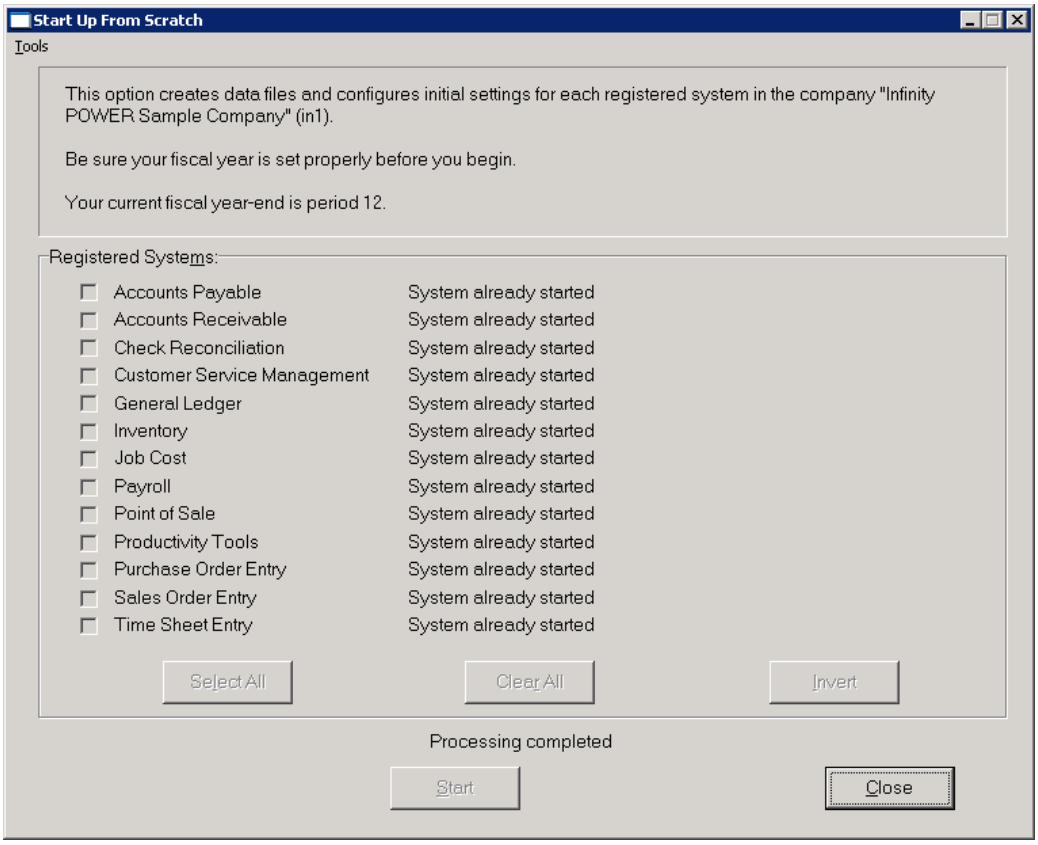
Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity POWER Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Check Reconciliation System not started
Customer Service Management System not started
General Ledger System not started
Inventory System not started
Job Cost System not started
Payroll System not started
Point of Sale System not startup - will be started by A/R
Productivity Tools System not started
Purchase Order Entry System not started
Sales Order Entry System not started
Time Sheet Entry System not started
Select All
Clear All
Invert
Start
Close

This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **"Select All"** accounting modules by <clicking> on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **"Clear All"** button to undo your selections. The **"Invert"** button will reserve the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **"Start"** button. The following screen illustrates how the screen will change when the process is completed.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity POWER Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System already started
Accounts Receivable System already started
Check Reconciliation System already started
Customer Service Management System already started
General Ledger System already started
Inventory System already started
Job Cost System already started
Payroll System already started
Point of Sale System already started
Productivity Tools System already started
Purchase Order Entry System already started
Sales Order Entry System already started
Time Sheet Entry System already started
Select All
Clear All
Invert
Processing completed
Start
Close

<Click> on the **"Close"** button when done and then return to **"Systems"** and select the **"Payroll"** module to continue with the configuration functions to be described from here.

Once you select this option, the following data files will be created:

File Name	Description
Master Configuration File (filename: coPR0.dbf)	This file contains your Master Configuration, General Ledger Accounts, Time Categories, and Integration with other modules.
Employee File (filename: coPR1cy.dbf)	This file contains the master payroll information for each of your employees, such as name, address, personal time balances, tax status, etc.
Current Pay Data File (filename: coPRB.dbf)	This file contains current pay data information for the current pay cycle.

Transaction File (filename: coPR2cy.dbf)	This file contains each transaction, or check, entered into the Payroll system for the fiscal year. This file is used when printing the Check Register and the Check Register by Employee.
Transaction Detail File (filename: coPRCcy.dbf where "cy" represents the last 2 digits of the current year)	This file contains all of the pay data detail for each transaction posted to payroll.
Department File (filename: coPR3cy.dbf)	This file contains the Department information for your company, such as the department description, overhead factor for allocation of expenses, and total hours and wages for each period of the current fiscal year.
Special Pay Types File (filename: coPR4.dbf)	This file contains the Special Pay Types that you may wish to use when entering the payroll data for additional earnings, non-cash earnings, deductions, or additional income tax withholding.
Tax Table File (filename: coPR5.dbf)	This file contains the Tax Table information to allow the system to calculate Federal Income Tax, State Income Tax, Local Income Tax, and the Unemployment Taxes.
Employee Comments File (filename: coPR6.dbf)	This file contains the employee comments that may be entered to record special comments or reminders for each employee for employee review purposes.
Workers' Comp. Class File (filename: coPR7.dbf)	This file contains the workers' compensation class codes that will be used to classify each employee's wages and salary for insurance reporting.

NOTE

Attempting to execute this option after these files have already been set up will result in a warning message that will not permit you to execute this option. Once the files are created, press **ENTER** to return to the menu.

NAVIGATION TOOLS

Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.

Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.

Navigation Button	Function
	Scroll view. Selects a specific record from a list.
	Creates a record.
	Modifies the current record.
	Deletes the current record.
	Creates a record based on the current record.
	Maintains notes for this record.
	Displays record timestamp information.

SET UP EMPLOYEES

This section discusses the ways to set up, change, delete and copy and import employee information. It also discusses how to print the Employee Listing which is used to verify all information input into the Employee file. Each employee must be assigned an employee number. This number may be up to twelve **(12)** characters *(alpha/numeric)*. This will enable you to set up your employee's social security number as their employee number, if you wish.

You may add **"notes"** to any Employee that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new employee, changing an existing employee or copying an employee.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current data and time. You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (PR0400)

This option allows you to review all employee master information such as employee name, mailing address, phone number, social security number, status, home department, race, gender and default pay information. You may press the additional information buttons to see the following information:

- **Personnel**
- **Historical**
- **Tax Table**
- **Accumulators**
- **Pay Types**
- **Direct Deposit**
- **W2**

Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. Once the employee has appeared on the screen, you may review the employee information. This information includes the employee name, mailing address, phone number, social security number, status, home department, and default pay information.

Add Mode (PR0401)

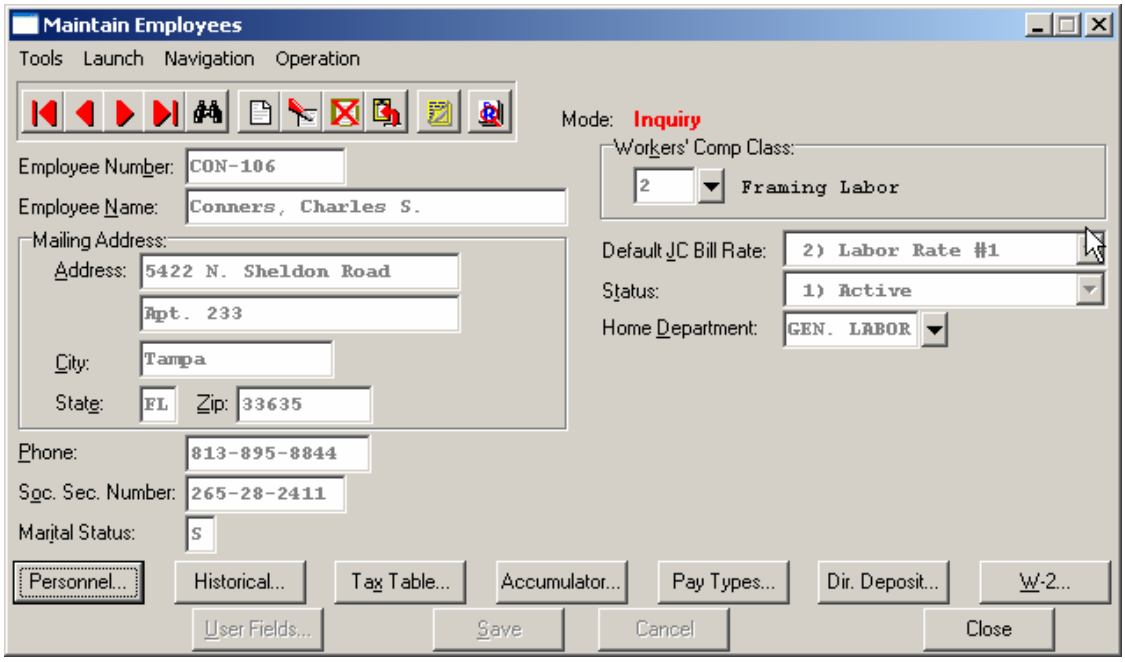
This option allows you to add new employees to your Employee file. The main data entry screen allows you to enter the employee's name, address, phone, status, base pay information, and department. There are seven **(7)** buttons on this screen which allow you to access other data entry screens to input personnel, historical, tax table, accumulating, special pay type, direct deposit and W2 data.

If you choose to utilize the **Direct Deposit Payroll** feature, an additional data item will appear on the screen to define direct deposit information for that employee. For **Direct Deposit Payroll** features to appear, you must have an **"EFT"** type bank account selected in the ***Payroll Master Configuration*** and your integration to the **Check Reconciliation** module must be turned on.

NOTE

There are four key pieces of data that must be set up for each employee. If any of these five items are not entered during the addition or editing of an employee record, the system will warn the user. The first two fields that must be defined for each employee are the **First** and **Last Name** separately entered under the **"W-2"** button for use when printing an employees' W-2 form at the end of each year. Additionally, you must define both a **"Federal"** and **"State Tax Table"** record for each employee under the **"Tax Table"** button. Even if the state that the employee resides in currently has no State Income tax ***(i.e. Florida)***, there are other items, such as the State Unemployment Tax Rate and the maximum amount, that can be taxed ***(Unemployment Maximum)*** and are also defined by state in these state tax tables. Only one **"Federal Table"** ***(Single or Married)*** is assigned by employee. Also, the employee's **"normal hours"** must be greater than zero.

When adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** The following is an explanation of each of the data items set up on an employee.



The following table describes the Maintain Employees screen details:

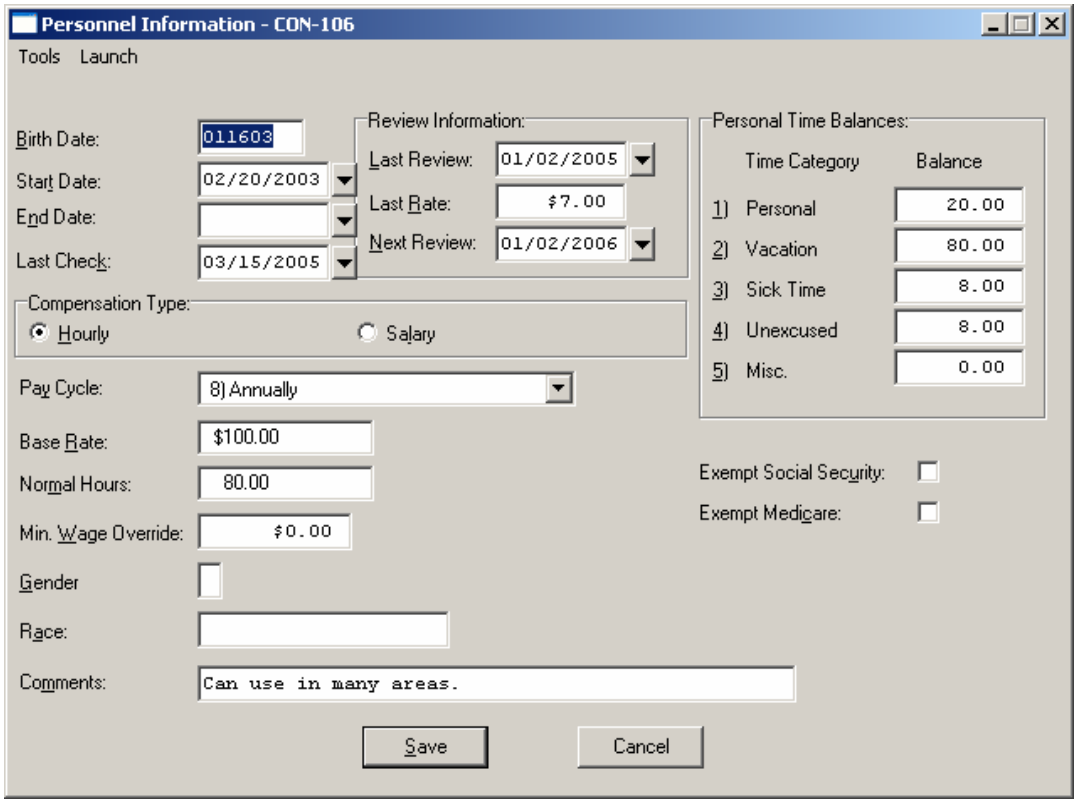
Employee Number	This is a twelve **(12)** character *(alpha-numeric)* field used for the employee number for this employee. This field is the main sort key on reporting and search routines.
Employee Name	This is a thirty **(30)** character field for the name of the employee which will be displayed on all reports, checks and screens. For instance, if you had two employees named John Smith Jr. and Mary Jones, the correct way to enter these names would be: Smith Jr., John Jones, Mary For purposes of printing names on **W-2s**, <click> on the **"W-2"** button detailed later in this section and you will be prompted to enter the **"first name/middle name"** and the **"last name"** separately. This is the actual name that will print on your **W-2**. These W-2 First Name and Last Name fields in the W-2 section of the employee setup must be entered exactly as shown on your original Social Security card.
Mailing Address	This data item contains two lines of twenty-five **(25)** characters each for the employee's address, fifteen **(15)** characters for the city, two **(2)** characters for the state abbreviation, and ten **(10)** characters for the zip code. This address will be printed on the payroll checks and W-2s.
Phone	This data item contains the employee's phone number. There are fourteen **(14)** characters available, which is enough for the area code and all parenthesis, spaces, and dashes.
S.S. #	This data item contains the employee's social security number. This number will be printed on the W-2s and most reports and screens.

Marital Status	This data item is a one **(1)** character field for the marital status of the employee. This field will not be used for anything but as a display. You may enter any character, but the letters **S** or **M** are recommended. The system will not stop you from entering any other letter. There is no validity checking for **S** or **M** because the field is not used internally.
WC Class	This data item contains default workers' compensation class for this employee. This WC Class will automatically be placed in the pay data entry screen for this employee. You may enter the WC Class or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the WC Class file to make your selection.
Default JC Billing Rate	Default: **0** This data item contains the default Job Cost Billing Rate for this employee. If the Job Cost integration is turned off in the Master Configuration, you will not be allowed to access the item. You may select one of the available billing rates from the ***"Pull down"*** menu. This billing rate will be the rate set up in the Project Detail File if the budget and default information has not already been entered through the Job Cost Main Module.
Status	This data item contains the employee's status with the company. The default value for a new employee is choice **1) - Active.** You may select one of the available status types from the ***"Pull down"*** menu. The valid choices are listed below: 1) Active 2) Leave of Absence 3) Resigned (Good) 4) Resigned (Fair) 5) Resigned (Bad) 6) Terminated (Good) 7) Terminated (Fair) 8) Terminated (Bad) 9) Laid Off Options #3 and greater are implemented in the system for historical review of the status of the leaving of the employee. You may find this helpful when making comments on personnel references. All employees with a status of **3** or greater will be automatically removed from the employee file when you perform the **"Start New Year's File"** option. The status of an employee must be **"active"** to be processed in any of the ***"Enter Transactions"*** options.
Home Department	This data item contains the home department of the employee. If the department breakdown in the Master Configuration has been turned off, you will not be allowed access to this item. You may enter the department number or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the department file to make your selection. This department will be the default department that the employee's wages or salary is allocated to. However, you may change this allocation at the time of entering pay data.

Compensation Type	This data item contains either **Hourly** or **Salary** to indicate to the system if the employee's pay will be hourly or salary. There are no other values accepted for this item. <Click> on the appropriate compensation type for this employee.
Pay Cycle	This is the pay cycle that will be used when processing the pay data for this employee. The default will be the value set up in the Master Configuration. The pay cycle will be used to group similar payrolls and to correctly calculate the payroll taxes. The valid pay cycles are: 1) Daily 2) Weekly 3) Bi-Weekly 4) Semi-Monthly 5) Monthly 6) Quarterly 7) Semi-Annually 8) Annually You may select one of the available pay cycles from the *"Pull down"* menu.
Base Rate	This data item contains the base hourly or salary pay rate for this employee. For salary employees, this is the salary for the pay cycle that this employee is paid. For hourly employees, this is the base hourly rate for the employee. This hourly rate will be multiplied by the pay factors set up for the time categories. If you have turned on the feature to **"Allow Override of Pay Rates"** in the Master Configuration, you will be allowed to change this rate when entering pay data for hourly employees.
Normal Hours	This data item contains the normal hours worked in one pay cycle. This will be the default number of hours when entering pay data, however you will be allowed to change the hours at that time. Salaried employees cannot have zero **(0)** hours in this data item. It is important that this field be defined for hourly as well as salaried employees. It is used for reporting and posting procedures.

Personnel

<Click> on this button and the system allows you to enter the personnel data on another data entry screen. This includes birth date, start date, review information, date of last check, comments, and personal time balances. It even allows you to define whether the Employee is **"exempt"** from Social Security and/or Medicare taxes. This is significant for those individuals who may be part of specific unions who are not subject to either taxation or for those entities that need to utilize the Payroll module outside the United States where Social Security and Medicare do not apply.



The following table describes the Personnel Information screen details:

Birth Date	This data item contains the date of birth of the employee. This will only be displayed on the ***"Detailed Employee Listing"*** and the ***"Employee Inquiry."***
Start Date	This data item contains the date the employee started with your company. This will be displayed on the ***"Detailed Employee Listing,"*** the ***"Pay Review Report"*** and the ***"Employee Inquiry."***
End Date	This data item contains the date the employee ended employment with your company. This will be displayed on the ***"Detailed Employee Listing,"*** and the ***"Employee Inquiry."***
Gemder	This data item contains the gender of the employee. This should be **"M"** for Male or **"F"** for female.
Race	This data item is a twenty **(20)** character field to describe the race of the employee. Some of the standard races are listed below. These examples were used in the **2000 US Census** and should provide a good guideline to employers. **White** **Black, African American** **American Indian** **Asian Indian** **Chinese** **Japanese** **Korean** **Vietnamese** **Native Hawaiian**

Date of Last Review	This data item contains the date the last time the employee had a pay review. This will be displayed on the ***"Detailed Employee Listing,"*** the ***"Employee Pay Review Reminder"*** report, and the ***"Employee Inquiry."***
Rate Prior to Review	This data item contains the employee's base rate prior to the last time the employee had a pay rate change. This will be displayed on the ***"Detailed Employee Listing,"*** the ***"Employee Pay Review Reminder"*** report, and the ***"Employee Inquiry."***
Date of Next Review	This data item contains the scheduled date of the employee's next pay review. This will be displayed on the ***"Detailed Employee Listing,"*** the ***"Employee Pay Review Reminder"*** report, the ***"Employee Pay Review"*** form, and the ***"Employee Inquiry."*** The ***"Employee Pay Review Reminder"*** and ***"Employee Pay Review"*** will use this date to select those employees to print and as a sort key.
Date of Last Check	This data item contains the date of the last pay check the employee received. The system will automatically update this item as the pay checks are written.
Comments	This data item contains one line of fifty **(50)** characters for any comments you would like to enter for this employee. This will be displayed on the ***"Employee Inquiry,"*** the ***"Detailed Employee Listing,"*** and the ***"Employee Pay Review Reminder."***
Personal Time Balances	This allows you to define the number of hours the employee has accrued for personal time. These five personal times are the last five categories set up in the **Time Categories** in the Master Configuration. Once these balances have been initially defined, the ***"Record Accrued Personal Time"*** option in the Enter Transactions menu can be used to modify these balances whenever necessary. The balances in these fields will be reduced by the hours entered in the paycheck entry options in Enter Transactions. For example, if an employee has **40** accrued hours of sick time specified and a paycheck is entered for **72** hours of regular and **8** hours of sick time, the Personal Time Balance for Sick Time will be reduced to **32** hours. If there are zero hours of accrued Personal Time Balances, the system will negatively increment the total number of hours specified for that personal time. <Click> the "**Save"** button to validate this screen and return to the main employee data entry screen.
Minimum Wage Override	This field allows the override of the master configuration's minimum wage value. This provides the ability to specify on an employee by employee basis what their minimum wage should be. If the employee's minimum wage is set to zero, then the system will use the master configuration value.
Exempt Social Security	This data item allows you to specify whether this employee is subject to U.S. Federal Social Security taxes or not. If they are exempt due to the fact that they are a member of a specific union or are a foreign company utilizing the Payroll module outside of the United States, then <click> this option on and no Social Security taxes **(FICA)** will be calculated for this employee and/or employer.
Exempt Medicare	This data item allows you to specify whether this employee is subject to U.S. Federal Medicare taxes or not. If they are exempt due to the fact that they are a member of a specific union or are a foreign company utilizing the Payroll module outside of the United States, then <click> this option on and no Medicare taxes **(Mediwages)** will be calculated for this employee and/or employer.

Historical

<Click> on this button, and the system allows you to enter the historical data on another data entry screen. For each data item, you may enter the Taxable Amount and the Tax Amount on a month by month basis for the calendar year. The twelve categories are defined below.

The following is an explanation of each of the data items on this screen:

NOTE

Only those categories that are set up on an employee's Tax Table Data Information will be show on the historical data screen.

The following is an explanation of each of the data items on this screen:

Federal Income	This data item contains the monthly period figures for gross taxable wages and the **FIT** tax amount. This is the amount of the employee's wages subject to federal income tax ***(also referred to as FIT wages)***. The total of all twelve periods will be reported on the employee's W-2 as Gross Wages.
FICA	This data item contains the monthly period figures for Social Security wages and the Social Security tax amount. This is the amount of the employee's wages subject to Social Security tax. The total of all twelve periods will be reported on the employee's W-2 as Social Security Wages. The total Social Security tax amount will be reported on the employee's W-2 as the Social Security tax amount.
Medicare	This data item contains the monthly period figures for Medicare wages and the Medicare tax amount. This is the amount of the employee's wages subject to Medicare tax. The total of all twelve periods will be reported on the employee's W-2 as Medicare Wages. The total Medicare tax amount will be reported on the employee's W-2 as the Medicare tax amount.
State 1 Income	This data item contains the monthly period figures for **State 1 Wages** and the **State 1 Income Tax Withheld**. The total of all twelve periods totaled will be on the employee's W-2 as **State 1 Wages** and the **State 1 Income Tax Withheld**.
State 2 Income	This data item contains the monthly period figures for **State 2 Wages** and the **State 2 Income Tax Withheld**. The total of all twelve periods totaled will be on the employee's W-2 as **State 2 Wages** and the **State 2 Income Tax Withheld**.
Local 1 Income	This data item contains the monthly period figures for local wages and local income tax. This is the amount of local income tax that was withheld from the employee's pay checks. The monthly periods will be combined with the **Local 2 Income Tax Amount** and reported on the employee's W-2 as **Local Income Tax Withheld.**
Local 2 Income	This data item contains the monthly period figures for additional local wages and local income tax. This is the amount of local income tax that was withheld from the employee's pay checks. The monthly periods will be combined with the **Local 1 Income Tax Amount** and reported on the employee's W-2 as **Local Income Tax Withheld.**
FUTA (Federal Unemployment Tax)	This data item contains the monthly period figures for taxable amount of wages for Federal Unemployment Tax calculations.

SUTA 1 (State Unemployment Tax for State 1)	This data item contains the monthly period figures for taxable amount of wages for State Unemployment Tax calculations.
SUTA 2 (State Unemployment Tax for State 2)	This data item contains the monthly period figures for taxable amount of wages for State Unemployment Tax calculations.
Direct Deposit	This data item contains the monthly period figures for future use.
Weeks Worked	This data item contains the monthly period figures for number of weeks worked. This is the actual number of weeks for each pay cycle in which the employee was paid. The figures will be reported on the pay summaries and unemployment reports. Press **ENTER** to validate this screen and return to the main employee data entry screen. <Click> on the **"Save"** button to validate this screen and return to the main employee data entry screen.

Tax Table

<Click> on this button, and the system allows you to enter the tax table data on another data entry screen. This includes the tax table number, primary and secondary exemptions, and additional annual exemption amounts for five tax tables. The following is an explanation of each of the data items on this screen:

FIT Table	This data item contains the tax table that you want the system to use to calculate the federal income tax for this employee.
SIT Table	This data item contains the primary tax table that you want the system to use to calculate the state income tax for this employee. Some states require a two step process to complete the calculation of the state income tax. If this is the case, you may use the **Add. SIT** table for the secondary calculation. You must set up at least one state tax table for each employee for the system to be able to calculate the State Unemployment taxes ***(even though there may not actually be any state tax)***.
Add. SIT	This data item contains the **Additional SIT** or secondary tax table that you want the system to use to calculate the state income tax for this employee.
LIT Table	This data item contains the primary tax table that you want the system to use to calculate the local income tax for this employee. Some local areas require a two step process to complete the calculation of the local income tax. If this is the case, you may use the **Add. LIT** table for the secondary calculation.
Add LIT	This data item contains the **Additional LIT** or secondary tax table that you want the system to use to calculate the local income tax for this employee. Each data item includes the tax table number, primary and secondary exemptions, and additional annual exemption amounts for five tax tables.
Tax Table Number	This is the number of the tax table specified for this data item.
Primary Exemption	This field contains the number of primary exemption claimed by the employee for the specified tax table. When tax calculations are performed, the system will reduce the employee's taxable wage base by the result of the **Primary Exemption Amount** in the tax table times this number. If the primary exemption is set to **99**, the system will skip the tax calculation for this table.

Secondary Exemption	This field contains the number of secondary exemption claimed by the employee for the specified tax table. When tax calculations are performed, the system will reduce the employee's taxable wage base by the result of the **Secondary Exemption Amount** in the tax table times this number.
Additional Exemption Amount	This field contains any additional exemption dollar amount that will reduce the employee's taxable wages base. This dollar amount must be expressed as an annualized figure. **NOTE**: This is **not t**he data item that is used for Additional FIT. In order for the system to calculate Additional FIT, you must use a special pay type. Refer to the **"Set Up Special Pay Type"** section in this chapter for more information. To handle additional state and local tax, a separate tax table must be used. <Click> the **"Save"** button to validate this screen and return to the main employee data entry screen.
Accumulator	<Click> on this button, and the system allows you to enter the accumulating data on another data entry screen. Accumulators are those ***"Special Pay Types"*** for which you would like the system to track the on a period by period basis. You can allocate up to two hundred **(200)** accumulators foe each employee. The Special Pay Types that you define on a pay check will automatically create these accumulators in the employees file on the fly when the checks are printed. Reports can be run monthly, quarter-to-date or year-to-date. For each accumulator to be defined, enter the special pay type number or <click> the **Down Arrow *(F2 by default)*** to scroll through the Special Pay Type file to make your selection. Once the special pay type is selected, the system will display the pay type description and then allow you to enter monthly figures. The accumulating data for these Special Pay Types can be printed through several reports. These accumulators are excellent tools for tracking deductions such as insurance, pension benefits, etc. When you have set up the necessary accumulators for this employee, <click> on the **"Save"** button to validate this screen and return to the main employee data entry screen.

Pay Types

<Click> on this button, and the system allows you to enter the special pay type data on another data entry screen. You may set up twenty **(20)** special pay types per employee. These must be set up in the Special Pay Type file. These special pay types may also be changed while entering the employee's pay data. All Special Pay Type information that is defined on a pay check will automatically create accumulators that store the period-by-period information for that employee.

For each special pay type that you want to set up, you may enter the special pay type number or <click> the **Down Arrow *(F2 by default)*** to scroll through the Special Pay Type file to make your selection. Once the special pay type is selected, the system will display the pay type description and then allow you to enter the following information: Once the special pay type is selected, the system will display the pay type description and then allow you to enter the following information:

WC	This field allows you to classify whether certain earnings ***(such as bonuses, commissions, etc.)*** should be used in calculating the Workers' Compensation **(WC)** liabilities. <Clicking> "on" the checkbox for this field will update the default WC class for the employee. To use this option, there must be a WC class set up in the employee's master record.
Perm	This field indicates to the system whether or not the special pay type is permanent. If the special pay type is permanent, <click> on this checkbox and this pay type will remain in the employee's pay data until manually removed. If the special pay type is temporary, leave this checkbox blank and the system will remove this pay type when the option to ***"Print Checks"*** is executed. If you will be utilizing the **"Max Per Check"** or the **"Max Per Year"** fields, this option must be set to **(Y)**es.
Recursions	This field contains a number **(0 - 999)** which indicates to the system how many recurrences this special pay type will have. This will only be used if the pay type is **NOT** permanent. When the option to ***"Print Checks"*** is selected, the system will reduce this number by one until it reaches **0**, at which time it will be removed. This is a special feature which gives you the ability to, for example, deduct an amount from an employee's check for a specified number of pay cycles to repay a loan or advance. This is very significant for those companies dealing in deferred compensation plans such as **401K** plans where there may be a cap on the amount of money that can be contributed to the plan. Keep in mind that this feature stays with the employee across fiscal years so loans and other deductions can be tracked until they reach a zero balance. Further, if the last remaining balance for the last period is less than the amount set up in this option, only the remaining balance will be deducted to complete the cycle to zero. **NOTE:** This is the number of times this special pay type is to occur in addition to this pay cycle. So if this pay type is only for this pay cycle (one time only), you would indicate a **0** in the number of recurrences. If you would like this special pay type to occur two times, you would indicate a one in the number of recurrences field.

Type

This field allows you to select from three options which allow you to specify calculations for each special pay type added on this screen. If you <click> on the ***"Pull Down"*** the following choices appear:

1) Fixed	This calculation method is the most basic. Choose **"fixed"** so that you may directly specify the amount to be **"added"** or **"deducted"** for this special pay type. You will enter the amount in the following field **"Amount."**
2) Pct.	This method allows you to enter a percentage number in the following field **"Amount"** and specifies to the system to calculate the percentage entered against the total **Gross Earnings** for the pay cycle. This calculated amount will then automatically either be **"added"** or **"deducted"** for this special pay type.

3) $/Hr.	This method allows you to enter a dollar amount in the following field **"Amount"** and specifies to the system to calculate the total number of **hours allocated** during each pay cycle times the dollar amount entered. This calculated amount will then automatically either be **"added"** or **"deducted"** for this special pay type. This method is very useful in the calculation of dues for various types of organizations such as unions.
Amount	This field contains the actual amount of the special pay type. This will be the amount of the deduction, extra earning, additional FIT, etc. If you have specified either **Type 2** or **3** from the previous field **"Type,"** you will be able to enter either a percentage number **(e.g., 2%)** or an amount to be used in a calculation based on total number of hours worked per pay cycle respectively. If you entered **Type 1**, all that is required is to enter the actual net dollar amount for each special pay type. You will be allowed to change, or remove, the amounts at the time the pay data is entered for the employee.
Max Per Check	This field contains the maximum amount to be automatically calculated for any one check for this employee. When the Special Pay Type amount is calculated for a check, it is checked against this amount and will only calculate an amount up to this amount. Although this is an automatic calculation, it may be overridden at the time the pay data information is entered.
Max Per Year	This field contains the maximum amount for the year. This field will take the year-to-date accumulated and checks to make sure that the amount calculated for any given check plus this accumulated amount is over this maximum per year amount. Although this is an automatic calculation, it may be overridden at the time the pay data information is entered.
Remaining Balance	This field keeps a running total that is decremented with each check written and will not allow any automatic calculation to be more than the remaining balance. Although this is an automatic calculation, it may be overridden at the time the pay data information is entered. When you have set up the necessary special pay types for this employee, <click> on the **"Save"** button to validate this screen and return to the main employee data entry screen.
Direct Deposit	If you have integration with the **Infinity POWER Check Reconciliation** module turned on, you will have access to this option. Otherwise, the system will skip this option. <Click> on this button, and the system allows you to define **Payroll Direct Deposit** information regarding the Bank Account Numbers, Routing Numbers and dollar amounts to deposit. You may set up to four **(4)** Direct Deposit accounts per employee. The system will display the input screen and then allow you to enter the following information.
Account #	This field contains the employee's bank account number to which a portion or total amount of his paycheck will be deposited to. It is very important that the entry of the account number is exact. When you <click> on the checkbox to ***"Generate Prenote"*** it will create a batch record in the **EFT Batch File** in the Check Reconciliation module. This prenote information will be sent when the next batch is processed and transmitted electronically ***(via modem)***. The **EFT** Company will be verifying that this account number is correct.

Route#	This field contains the employee's bank account routing number which corresponds to the **"Account #"** field. It is very important that the entry of the routing number is exact. When you <click> on the checkbox to ***"Generate Prenote"*** it will create a batch record in the **EFT Batch File** in the Check Reconciliation module. This prenote information will be sent when the next batch is processed and transmitted electronically (via modem). The EFT Company will be verifying that this account number is correct. This is a nine (9) character field in which to enter the routing number for your bank account. The nine character format will verify that it meets with the United States requirements and performs a validation check when a nine digit number is entered into this field. You may also enter a six (6) digit number into this field for use in the United Kingdom and other countries. However, when a six digit number is entered into this field, no validation of what is being entered is being done by the system.
Account Type	This field is a Checking or Saving question to define whether the account number that will be used to deposit the money is a checking account or a savings account.
Active	This field allows you to indicate whether this employee's account is **"active"** in the Direct Deposit Payroll. <Clicking> "**on"** the checkbox for this field will allow the Direct Deposit information for this employee to take effect upon the next payroll cycle.
Amount Type	This field allows you to select from three options which allow you to specify calculations for each deposit amount added on this screen. If you <click> on this field, a small ***"Pull Down"*** window will appear with the following choices: 1) Fixed 2) Pct. 3) Remain
Fixed	This calculation method is the most basic. Choose **"fixed"** so that you may directly specify the amount to be **"deposited"** in this account. You will enter the amount in the following field **"Amount."** This method allows you to enter a percentage number in the following field **"Amount"** and specifies to the system to calculate the percentage entered against the total **Gross Earnings** for the pay cycle. This calculated amount will be automatically **"deposited"** in this account. The amount that is calculated will be shown on either the ***"Preliminary Check Summary"*** or the ***"Final Check Summary."*** **Remain** - This method allows you to define that the remaining amount that is left from the employee's pay check ***(due to other distributions)*** will be automatically **"deposited"** in this account. You cannot enter any amount in the **"Amount"** field, for the system automatically calculates the amount remaining. The amount that is calculated will be shown on either the ***"Preliminary Check Summary"*** or the ***"Final Check Summary."*** If the **"Remain"** type is utilized, there should not be any other accounts defined after that line item as there will be no funds available.

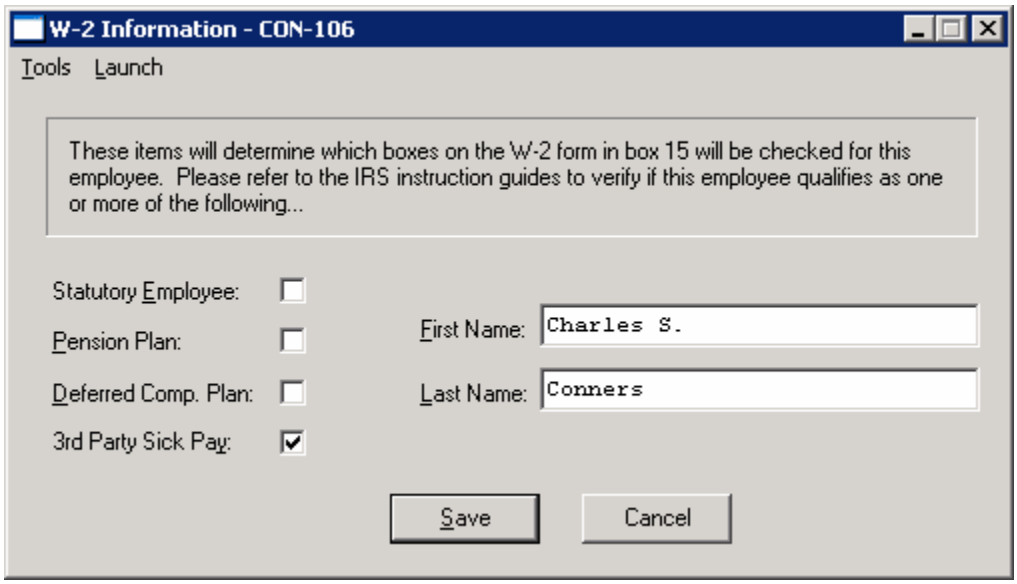
Amount	This field contains the actual amount of the deposit to this account. If you have entered **Type 1**, all that is required is to enter the actual net dollar amount to be **"deposited"** in that account. If you have specified **Type 2** from the previous field **"Type,"** you will be able to enter a percentage number **(e.g., 2%)**. If at this point, you have entered a **Type 1** and/or a **Type 2** and you have not completely distributed the net check amount, a normal paycheck will print with the remaining amount. Otherwise, you have the option to deposit the **"Remain"** amount to an account with a **Type 3**. If you have specified **Type 3** from the previous field **"Type,"** you will be able to define that the remaining amount of the net check will be **"deposited"** to this account. When you have set up the necessary **Direct Deposit Account Information** for this employee, <click> on the **"Save"** button to validate this screen and return to the main employee data entry screen.

W-2

This data item allows you to define certain types of employees for W-2 printing. The system will display a window and allow you to specify which items in the designated box the W-2 form should be checked for this employee. These tax rules tend to change from year to year, so you must consult the current year's tax guide to verify if any of these questions apply to a particular employee.

NOTE

If an employee is not entered in the W-2 screen, their employee data will not print on the actual W-2 form.


W-2 Information - CON-106
Tools Launch
These items will determine which boxes on the W-2 form in box 15 will be checked for this employee. Please refer to the IRS instruction guides to verify if this employee qualifies as one or more of the following...
Statutory Employee:
Pension Plan:
Deferred Comp. Plan:
3rd Party Sick Pay:
First Name: Charles S.
Last Name: Conners
Save
Cancel

The following table describes the details of this screen:

Considered a Statutory Employee	<Click> **"on"** the checkbox for employees whose earnings are subject to Social Security but **NOT** subject to Federal Income Tax withholding. ***(See Circular E for more information on statutory employees)***.
Participant in a Retirement Pension Plan	<Click> **"on"** the checkbox for employees who were actively participating ***(for any part of the year)*** in a retirement plan ***(including a***

	simplified employee pension (SEP) plan) maintained by you. See IRS Notice 87-16 published in Internal Revenue Bulletin 1987-5, dated February 2, 1987, for definition of an active participant.
Contributed to Deferred Comp. Plan	<Click> **"on"** the checkbox if you made contributions on behalf of the employee to a section **401(k)**, **403(b)**, **408(k)(6)**, **457**, or **501(c)(18)(D)** retirement plan. When you have defined the necessary W-2 Status for this employee, press **END** to jump to the validation line and the **ENTER** to validate this screen.
Third Party Sick Pay	<Click> **"on"** the checkbox if you have an employee who has received third party sick pay compensation during the year.
First Name	This is the first name that will print on your **W-2** or used in the **Magnetic Media Reporting** options. The combination of the **First Name** and the **Last Name** fields in this section must be entered exactly as shown on your original Social Security Card. You may enter your First Name and/or Middle Name/Initial into this field.
Last Name	This is the last name that will print on your **W-2** or used in the **Magnetic Media Reporting** options. The combination of the **First Name** and the **Last Name** fields in this section must be entered exactly as shown on your original Social Security Card. **DO NOT ENTER ANYTHING OTHER THAN YOUR LAST NAME INTO THIS FIELD!** Do not include any **Jr., Sr., III,** or other trailing titles as part of your last name.

<Click> the **"Save"** button to validate the employee information that is being added.

To save all information entered for this employee, <click> on the **"Save"** button on the main employee entry screen.

Results:

coPR1cy.dbf - Employee File
- All Employee Information set up

Change Mode (PR0402)

This option allows you to change information on an existing employee. If you have made any mistakes during this set up process, you may change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coPR1cy.dbf - Employee File
- All Employee Information updated

Delete Mode (PR0403)

This option allows you to delete an existing employee. Do **NOT** delete an employee which has had pay information in the current year. This will cause governmental reporting, such as W-2 and quarterly reports to be incorrect.

This option allows you to delete employees that you may have entered by mistake, or you no longer want. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to

delete sales codes that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once an employee is deleted, it can not be retrieved again.

NOTE

You should not normally use this option to delete employees that are no longer with your company. The system will automatically remove terminated employees, based on their status, when you perform the **"Start New Year's Files"** option. You may change an employee's status by executing the **"Change an Employee"** option. This will insure that all information is available to print the **W-2** forms for employees having worked in the current year.

Results:

coPR1cy.dbf - Employee File
- Employee Information is marked for deletion

Copy Mode (PR0404)

This option allows you to create a new employee by copying the information from an existing one. This option is very useful when setting up similar employees or renumbering employees.

Using this option, the system provides a quick method of setting up employees that are very similar. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for the employee number, will be copied to a new record. Enter the new employee number for this record. At this point you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coPR1cy.dbf - Employee File
- All Employee Information set up

IMPORT EMPLOYEES (PR0601)

The File Import options allow you to bring information into the appropriate modules from text, or ASCII files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import Employees directly into the Payroll module.

When you select the option to ***"Import Employees,"*** a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. This will print out the format in which this option is looking for information to be organized in. To create a map file in the program directory, <click> on the **"Create Map"** button. If the import file is a comma delimited file, the data can be variable length. If the import file is a fixed length ASCII file, it must have a logical record length of **389** bytes. Both types of files must have the following field lengths.

Description	Type	Position	Length
Action #	CHAR	1	1
Employee #	STRING	2	12
Name	STRING	14	30
Addr. 1	STRING	44	25

Description	Type	Position	Length
Addr. 2	STRING	69	25
City	STRING	94	15
State	STRING	109	2
Zip	STRING	111	10
Phone	STRING	121	14
SS#	STRING	135	12
Marital Status	STRING	147	1
Active Status	CHAR	148	1
Comments	STRING	149	50
Home Dept.	STRING	199	10
Default WC Code	STRING	199	10
Type (H=72, S=83)	CHAR	213	3
Cycle (1-8)	CHAR	216	1
Normal Hours	FLOAT	217	10
Pay Rate	FLOAT	227	10
Previous Pay Rate	FLOAT	237	10
FIT Table	STRING	247	5
SIT Table #1	STRING	252	5
SIT Table #2	STRING	257	5
LIT Table #1	STRING	262	5
LIT Table #2	STRING	267	5
FIT Prim. Ex.	CHAR	272	2
SIT #1 Prim. Ex.	CHAR	274	2
SIT #2 Prim. Ex.	CHAR	276	2
LIT #1 Prim. Ex.	CHAR	278	2
LIT #2 Prim. Ex.	CHAR	280	2
FIT Sec. Ex	CHAR	282	2
SIT #1 Sec. Ex.	CHAR	284	2
SIT #2 Sec. Ex.	CHAR	286	2
LIT #2 Sec. Ex.	CHAR	288	2
LIT #2 Sec. Ex.	CHAR	290	2
FIT #1 Add. Ex.	FLOAT	292	10
SIT #1 Add. Ex.	FLOAT	302	10
SIT #2 Add. Ex.	FLOAT	312	10
LIT #1 Add. Ex.	FLOAT	322	10

Description	Type	Position	Length
LIT #2 Add. Ex.	FLOAT	332	10
Birth Date	STRING	342	6
Start Date	STRING	348	6
Last Review Date	STRING	354	6
Next Review Date	STRING	360	6

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

- **Import File Format**
- **Import File Name**
- **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

- **Fixed Length (ASCII)**
- **Variable Length (ASCII)**
- **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}

1,"68500","Lodging

Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs. The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or Linux fileservers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

Fixed Length ASCII Records

Variable length ASCII Records

Comma Delimited Text

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., AP0604.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under the DOS shell, N**otepad** under Windows or **"vi"** under Linux, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE

"Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Employees File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT EMPLOYEE FILES (PR0601.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import Employees and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as PR0601.MAP.**

Explanation of File:

"Employee #", (field name found in data dictionary) 1, (DPOffset **(This is an internal offset and cannot be changed)** 12, (length of field) "STRING", (Type of field) 2, (Starting position of field) 12 (length of field)

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPoffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
"Action #",-1,0,"CHAR",1,1
"Employee #",1,12,"STRING",2,12
"Name",14,30,"STRING",14,30
"Addr.1",45,25,"STRING",44,25
"Addr.2",71,25,"STRING",69,25
"City",97,15,"STRING",94,15
"State",113,2,"STRING",109,2
"Zip",116,10,"STRING",111,10
"Phone",127,14,"STRING",121,14
"SS #",142,12,"STRING",135,12
"Marital Status",155,1,"STRING",147,1
"Active Status (1-9)",157,0,"CHAR",148,1
"Comments",158,50,"STRING",149,50
"Home Dept.",237,10,"STRING",199,10
"Default WC Code",209,4,"STRING",209,4
"Type (H=72,S=83)",248,0,"CHAR",213,3
"Cycle (1-8)",249,0,"CHAR",216,1
"Normal Hours",332,0,"DOUBLE",217,10
"Pay Rate",324,0,"DOUBLE",227,10
"Previous Pay Rate",308,0,"DOUBLE",237,10
"FIT Table",380,5,"STRING",247,5
"SIT Table #1",386,5,"STRING",252,5
"SIT Table #2",392,5,"STRING",257,5
"LIT Table #1",398,5,"STRING",262,5
"LIT Table #2",404,5,"STRING",267,5
"FIT Prim. Ex.",410,0,"CHAR",272,2
"SIT #1 Prim. Ex.",411,0,"CHAR",274,2
"SIT #2 Prim. Ex.",412,0,"CHAR",276,2
"LIT #1 Prim. Ex.",413,0,"CHAR",278,2
"LIT #2 Prim. Ex.",414,0,"CHAR",280,2
"FIT Sec. Ex.",415,0,"CHAR",282,2
"SIT #1 Sec. Ex.",416,0,"CHAR",284,2
"SIT #2 Sec. Ex.",417,0,"CHAR",286,2
```

Page 1

Data Pro Support Document

```
"LIT #1 Sec. Ex.",418,0,"CHAR",288,2
"LIT #2 Sec. Ex.",419,0,"CHAR",290,2
"FIT Add. Ex.",420,0,"DOUBLE",292,10
"SIT #1 Add. Ex.",428,0,"DOUBLE",302,10
"SIT #2 Add. Ex.",436,0,"DOUBLE",312,10
"LIT #1 Add. Ex.",444,0,"DOUBLE",322,10
"LIT #2 Add. Ex.",452,0,"DOUBLE",332,10
"Birth Date",250,6,"STRING",342,6
"Start Date",257,6,"STRING",348,6
"Last Review Date",278,6,"STRING",354,6
"Next Review Date",271,6,"STRING",360,6
"LRL",365
```

Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
```

LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY

Page 2

Data Pro Support Document

IMPORT EMPOYEE FILES (PR0601.MAP) CUSTOMIZED

NOTE

This import file can be used for fixed length (ASCII) files or comma delimited (.PRN).

If using a comma delimited all "STRINGS" must be preceded and ended with quotes.
Example: "John Green"

```
*"Action #",-1,0,"CHAR",1,1
*"Employee #",1,12,"STRING",2,12
*"Name",14,30,"STRING",14,30
"Addr.1",45,25,"STRING",44,25
"Addr.2",71,25,"STRING",69,25
"City",97,15,"STRING",94,15
"State",113,2,"STRING",109,2
"Zip",116,10,"STRING",111,10
"Phone",127,14,"STRING",121,14
*"SS #",142,12,"STRING",135,12
*"Marital Status",155,1,"STRING",147,1
*"Active Status (1-9)",157,0,"CHAR",148,1
"Comments",158,50,"STRING",149,50
*"Home Dept.",237,10,"STRING",199,10
*"Default WC Code",209,4,"STRING",209,4
*"Type (H=72,S=83)",248,0,"CHAR",213,3
*"Cycle (1-8)",249,0,"CHAR",216,1
*"Normal Hours",332,0,"DOUBLE",217,10
*"Pay Rate",324,0,"DOUBLE",229,12
"Previous Pay Rate",308,0,"DOUBLE",237,10
*"FIT Table",380,5,"STRING",247,5
*"SIT Table #1",386,5,"STRING",252,5
"SIT Table #2",392,5,"STRING",257,5
"LIT Table #1",398,5,"STRING",262,5
"LIT Table #2",404,5,"STRING",267,5
*"FIT Prim. Ex.",410,0,"CHAR",272,2
*"SIT #1 Prim. Ex.",411,0,"CHAR",274,2
*"Birth Date",250,6,"STRING",276,6
*"Start Date",257,6,"STRING",282,6
"Last Review Date",278,6,"STRING",288,6
"Next Review Date",271,6,"STRING",294,6
"FnameW2",1598,30,"STRING",300,30
"LnameW2",1629,30,"STRING",330,30
"LRL",359
```

* Required fields for importing records

NOTE

Ensure workmans compensation codes, department and tax tables are set up prior to importing files.

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

Page 3

Data Pro Support Document

Field Descriptions:

"ACTION" TYPES

1 = ADD A RECORD
2 = CHANGE
3 = DELETE
4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

"ACTIVE STATUS" TYPES

1 = ACTIVE
2 = LEAVE OF ABSENSE
3 = RESIGNED (GOOD)
4 = RESIGNED (FAIR)
5 = RESIGNED (BAD)
6 = TERMINATED (GOOD)
7 = TERMINATED (FAIR)
8 = TERMINATED (BAD)
9 = LAID OFF

"CYCLE" TYPES

1 = DAILY
2 = WEEKLY
3 = BI-WEEKLY
4 = SEMI-MONTHLY
5 = MONTHLY
6 = QUARTERLY
7 = SEMI-ANNUALLY
8 = ANNUALLY

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a Status the line would look as follows: *"1 Active Status (1-9)",157,0,"CHAR",-1,1 (1 being the length of the Status Field).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

Page 4

If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import three times. Use an Action #4 for all imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

```
*"Action #",-1,0,"CHAR",1,1
*"Employee #",1,12,"STRING",2,12
*"Name",14,30,"STRING",14,30
"Addr.1",45,25,"STRING",44,25
"Addr.2",71,25,"STRING",69,25
"City",97,15,"STRING",94,15
"State",113,2,"STRING",109,2
"Zip",116,10,"STRING",111,10
"Phone",127,14,"STRING",121,14
*"SS #",142,12,"STRING",135,12
*"Marital Status",155,1,"STRING",147,1
*"Active Status (1-9)",157,0,"CHAR",148,1
"Comments",158,50,"STRING",149,50
*"Home Dept.",237,10,"STRING",199,10
"LRL",208
```

* Required fields for importing records

Data Pro Support Document

Second Import:

```
*"Action #",-1,0,"CHAR",1,1
*"Employee #",1,12,"STRING",2,12
*"Default WC Code",209,4,"STRING",14,4
*"Type (H=72,S=83)",248,0,"CHAR",18,3
*"Cycle (1-8)",249,0,"CHAR",21,1
*"Normal Hours",332,0,"DOUBLE",22,10
*"Pay Rate",324,0,"DOUBLE",32,10
"Previous Pay Rate",308,0,"DOUBLE",42,10
*"FIT Table",380,5,"STRING",52,5
*"SIT Table #1",386,5,"STRING",57,5
"SIT Table #2",392,5,"STRING",62,5
"LIT Table #1",398,5,"STRING",67,5
"LIT Table #2",404,5,"STRING",72,5
*"FIT Prim. Ex.",410,0,"CHAR",77,2
*"SIT #1 Prim. Ex.",411,0,"CHAR",79,2
"LIT Table #1",398,5,"STRING",81,5
"LIT Table #2",404,5,"STRING",86,5
*"FIT Prim. Ex.",410,0,"CHAR",91,2
*"SIT #1 Prim. Ex.",411,0,"CHAR",93,2
*"Birth Date",250,6,"STRING",95,6
*"Start Date",257,6,"STRING",101,6
"Last Review Date",278,6,"STRING",107,6
"Next Review Date",271,6,"STRING",113,6
"FnameW2",1598,30,"STRING",119,30
"LnameW2",1629,30,"STRING",149,30
"LRL",178
```

* Required fields for importing records

Use a text editor or notepad to adjust the PR0601.map file for the first import. After import complete, copy the PR0601.map to PR0601.old. Change the PR0601.map to the second format to import the balance of the information.

Page 6

RENAME PR EMPLOYEE NUMBER (PR0450)

This option was designed to allow a user to modify existing ***Payroll Employee Numbers*** in all applicable fields. The following pages will describe the changes that will take place during normal processing when this menu option is executed.

NOTE

Although this option will perform a series of **"record locks"** as necessary as it goes through all of the integrated files as it **"renames"** all of the appropriate transactions, records, and notes attached to the master records, this function is not designed to be run by multiple users at one time. More importantly, before you proceed to use this option, make sure that all other accounting users are logged out of the entire accounting system before you proceed. Otherwise, users may receive **"record locked"** error messages during the processing of this function or during their normal transaction processing. If they do not read the screen and follow proper instructions, incomplete updates may occur and invalidate your intended efforts and jeopardize new accounting transactions.

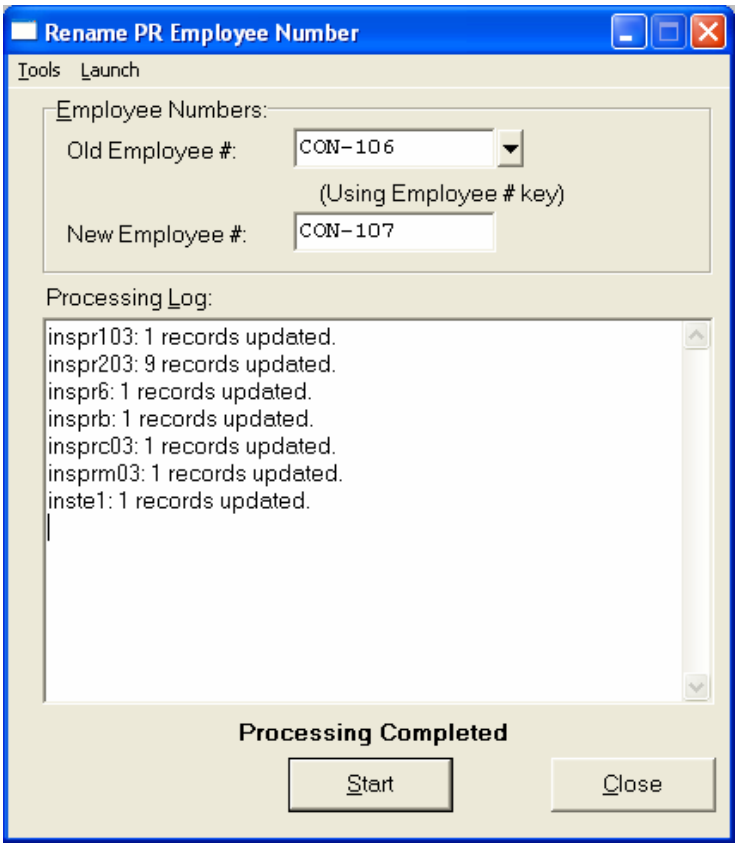
ALWAYS MAKE SURE TO HAVE A COMPLETE DATA BACKUP PRIOR TO RUNNING THIS OPTION!

For instance, many users may desire to rename a single employee number which has a great deal of history or transactions posted to it over time. This would only be possible with a special function like this with a unique capability to update all of the files where the ***Payroll Employee Number*** has been updated. The following section provides a listing of the files that will be updated once this menu option has been selected and the employee numbers defined.

NOTE

You MUST perform the Rename function for each fiscal year you want the rename to be applied.

When you choose this menu option and enter the **Old Employee #** and **New Employee #**, the following screen will appear: Notice that the **Old Employee #** field allows users to <click> on the **Down Arrow** ***(F2 by default)*** to select from the existing Employee File. Once selected, you may then enter the new Employee Number in which you want to convert. The section of the screen below will display a **"Processing Log"** of the various files in all of the related accounting modules and the number of records in each file that have been affected by the change.



When done, the screen will state **"Processing Completed"** and you may <click> on the **"Close"** button to return to the menu.

File Name	Fields Modified
PAYROLL	
PR01 (xxxPR1cy.dbf) Payroll Employee File	NUM
PR02 (xxxPR2cy.dbf) Payroll Transaction File	ENUM
PR06 (xxxPR6.dbf) Payroll Employee Comments File	ENUM
PR11 (xxxPRB.dbf) Current Pay Data Work File	EMPNUM
PR12 (xxxPRCcy.dbf) PR Detailed Transaction File	ENUM
PR22 (xxxPRMcy.dbf) PR History Accumulator File	ENUM
TE01 (xxxTE1.dbf) Timesheet Entry File	ENUM

SET UP DEPARTMENTS

This section discusses the ways to set up, change, delete and copy departments. It also discusses how to print the Department Listing that is used to verify all information input into the department file. You may only access these options if you have turned the **Department Breakdown** data item in the Master Configuration on. If this is turned on, the system will allow you to distribute each employee's wages between departments and also allocate overhead expenses to departments. If you are not using departments, skip over this section and proceed to **Set Up Special Pay Types**.

You may add **"notes"** to any Department that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new department, changing an existing department or copying a department.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current data and time. You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (PR0404)

This option allows you to review all department information. You may press the **"Details"** button to view the monthly departmental information.

Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. Once the department has appeared on the screen, you may review the department information. This information includes the description, overhead factor and general ledger chart of account numbers for the wages and expense accounts.

Add Mode (PR0405)

This option allows you to set up new departments. The use of departments is optional, and may be utilized only if you wish to have departmental payroll analysis and reporting.

The top portion of the screen will be used to define the department description, overhead factor, and account numbers. The **"Details"** button will display a scrolling screen which maintains the wages and expense amounts and hours worked for each month of the year.

When adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** The following is an explanation of each of the data items set up on a department.

Department	This is a ten **(10)** character designator for the department you are adding.
Description	This is a twenty **(20)** character description of the department which will be displayed on all reports and screens.
Overhead Factor	This data item contains the factor that you wish the system to use to allocate overhead expenses to this department. For each payroll processed, the system will multiply this factor by the total wages that are expensed to this department. This overhead expense will then be allocated to this department using the **"GL Expense Account"** and credited to the **"Dept. OH Expense Credit"** account in the main company. By using this overhead factor, you may allocate to each department its portion of the overhead expenses normally expensed to the main company.
GL Wages Account	This data item contains the General Ledger account that will be used to post the normal wages to this department. You may <click> **Down Arrow *(F2 by default)*** and choose the desired General Ledger account. The system allows the entry of General Ledger Account Numbers even when the integration to GL is turned **"OFF"** in the System Integration section of the Payroll Configuration option. **HINT:** If you are not running General Ledger, you can run Payroll and print an account summary to obtain the GL entries that are needed to be posted to your accounting system.
GL Expense Account	This data item contains the General Ledger account that will be used to post the overhead expenses that will be calculated if you have set up an **Overhead Factor** for this department. The system allows the entry of General Ledger Account Numbers even when the integration to GL is turned **"OFF"** in the System Integration section of the Payroll Configuration option**. HINT:** If you are not running General Ledger, you can run Payroll and print an account summary to obtain the GL entries that are needed to be posted to your accounting system.

<Click> on the **"Details"** button to display a scrolling window which contains the wages and expenses amounts and the hours worked for each month of the year.

The Wages and Expenses amount will be the total of all wages for employees that have been allocated to this department and any overhead expenses that have been calculated for this department. The Hours Worked will be the number of hours for all employees that have been allocated to this department. These figures will be automatically updated when using **"Enter Transactions"** menu options to process your payroll.

Results:

coPR3cy.dbf - Department File
- All Department Information set up
- Period Wages, Expenses and Hours Worked updated

Change Mode (PR0406)

This option allows you to change information on an existing department. After initial set up, any changes to the Wages and Expenses or Hours Worked should be made through the ***"Enter Transactions"*** option in order to maintain an audit trail.

If you have made any mistakes during this set up process, you may return to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coPR3cy.dbf - Department File
- All Department Information is set up
- Period Wages, Expenses and Hours Worked updated

Delete Mode (PR0407)

This option allows you to delete an existing department. You cannot delete a department which has had activity in the current period. This would distort your Year-to-Date pay summary figures.

This option allows you to delete departments that you may have entered by mistake, or you no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete sales codes that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a department is deleted, it cannot be retrieved again.

Results:

coPR3cy.dbf - Department File
- Department information is marked for deletion

Copy Mode (PR0408)

This option allows you to create a new department by copying the information from an existing one. This option is very useful when setting up similar departments or renumbering departments.

Using this option, the system provides a quick method of setting up departments that are very similar. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for the department number, will be copied to a new record. Enter the new department number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coPR3cy.dbf - Department File
- All Department Information set up
- Period Wages, Expenses, and Hours Worked updated

SET UP SPECIAL PAY TYPES

This section discusses the ways to set up, change, delete and copy Special Pay Types. It also discusses how to print the Special Pay Type Listing that is used to verify all information input into the Special Pay Type file. Special Pay Type are the codes that you will be using to enter some of your pay data, such as commissions, bonuses, insurance deductions, deferred compensation plans **(401K)**, non-payroll payments etc. You should use these options to set up the codes that you think will be necessary to enter all of your payroll information.

You may add **"notes"** to any Special Pay Type that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new special pay type, changing an existing special pay type or copying a special pay type.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current data and time. You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (PR0408)

This option allows you to review all special pay type information. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. Once the special pay type has appeared on the screen, you may review the information. This information includes the description, type, earning adjustments, department, general ledger accounts and W2 status.

Inquiry Mode (PR0409)

This option allows you to set up new special pay types. These special pay types can include earning, deduction, additional withholding, non-payroll payments, tip and/or **401K** type pay information. It is a five (**5)** character *(alpha/numeric)* field designed to help in describing deductions and additional earnings for W-2 purposes.

This option allows you to add new special pay types to your Special Pay Type file. For each special pay type, you may enter the description, type, how it will affect the payroll taxes, account number, and department.

There are several special pay types that are automatically set up for you which may help you during the set up process. You may want to print the **"Special Pay Type Listing"** before continuing. A special pay type **(FIT)**, is included which will handle additional Federal withholding from an employee's pay. To handle additional state or local taxes ***(withholding)***, a tax table must be used. Please refer to the **"Add A Tax Table"** section.

When adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** The following is an explanation of each of the data items set up on a special pay type.

Description

This is a twenty **(20)** character *(alpha/numeric)* description of the special pay type which will be displayed on all reports and screens. On any special pay types that are set up for deferred compensation type plans, the first character of the description has to be the letter for that particular plan. For example:

D 401K Deferred Compensation Plan
E 403(b)
F 408(k)(6)
G 457
H 501(c)(18)(D)
S Simple Retirement Plan

Type

This data item defines how this special pay type will be used in the calculation of the pay data for each employee. You may <click> on the drop down box and select the type from the menu. The valid types are listed below.

1) **Earning**
2) **Non-Cash Earning**
3) **Deduction**
4) **Additional FIT**
5) **Non PR Payments**

A description of each type and examples of each are described below.

Earning (Type 1	This type is used for additional earnings and will be grouped with the hourly wages or salary. This type could be for Bonus, Commission, etc.
Non-Cash Earning (Type 2)	This type is for additional earnings that will not actually be paid to the employee on the payroll check. The amount will be included in the wages for tax and historical purposes but not paid. This type could be for Tip, Company Car Benefit, etc. Non-cash earnings will not be included in the payroll journal entry. Because of this, the General Ledger account and Department data items (Data Items #5 and #6) will be turned off.
Deduction (Type 3)	This type is for any deductions that may be withheld from the employee's pay. The amount will be withheld from the pay after payroll taxes have been calculated. This type could be for Insurance, Repayment of Advance, etc.
Additional FIT (Type 4)	This type is for withholding an additional amount on each payroll check for Federal Income Tax. The amount will be in addition to the taxes calculated from the tax table set up for the employee. Because this amount will be included with the federal withholding tax, Data Items #3 through #8 will be turned off.
Non-Payroll Payments (Type 5)	This type is for any additional amounts or deductions to be included in the employee's paycheck, but not effect and wages or tax calculations.

Adjust FIT Wages	This data item indicates whether or not the amount will affect the wages subject to federal income tax. **"FIT wages"** are the total employee wages subject to Federal Income Tax and FUTA and SUTA taxes. If you <click> **"on"** the checkbox for this data item, the system will adjust the FIT wages. Earnings Special Pay Types (types #1 and #2) will increase FIT wages, deductions (type #3) will decrease FIT wages. If you leave the checkbox blank, the earning or deduction will have no effect on FIT wages. The normal response should be "on" for earnings and "blank" for deductions. An example of when to turn this item on for a deduction would be for a 401K deduction. The 401K plan is similar to an IRA in which the amount invested in the plan is not subject to FIT. The system will deduct this amount from the FIT wages before calculating the payroll taxes.
Adjust Soc. Sec. Wages	This data item indicates whether or not the amount will affect the wages subject to Federal Social Security tax. **"Social Security Wages"** are the total employee wages subject to Social Security Tax. If you enter (Y)es for this data item, the system will adjust the Social Security wages. **"Earnings"** Special Pay Types (types #1 & #2) will increase Social Security wages while **"Deductions"** Special Pay Types (type #3) will decrease Social Security wages.
Adjust Medicare Wages	This data item indicates whether or not the amount will affect the wages subject to Federal Medicare tax. **"Medicare Wages"** are the total employee wages subject to Medicare Tax. If you enter **(Y)**es for this data item, the system will adjust the Medicare wages. **"Earnings"** Special Pay Types (types #1 & #2) will increase Medicare wages while **"Deductions"** Special Pay Types (type #3) will decrease Medicare wages.
Adjust SIT Wages	This data item indicates whether or not the amount will affect the wages subject to state income tax. **"SIT wages"** are the total employee wages subject to State taxes. If you <click> on the checkbox for this data item, the system will adjust the SIT wages. Earnings Special Pay Types (types #1 and #2) will increase SIT wages, deductions (type #3) will decrease SIT wages. If you leave the checkbox blank, the earning or deduction will have no effect on SIT wages. The normal response should be **"on"** for earnings and **"blank"** for deductions.
Adjust Add. SIT	This data item indicates whether or not the amount will affect the wages subject to additional state income tax. **"SIT wages"** are the total employee wages subject to additional State taxes. If you <click> on the checkbox for this data item, the system will adjust the additional SIT wages. Earnings Special Pay Types (types #1 and #2) will increase additional SIT wages, deductions (type #3) will decrease additional SIT wages. If you leave the checkbox blank, the earning or deduction will have no effect on additional SIT wages. The normal response should be **"on"** for earnings and **"blank"** for deductions.

Adjust LIT Wages	This data item indicates whether or not the amount will affect the wages subject to local income tax. **"SIT wages"** are the total employee wages subject to local income taxes. If you <click> on the checkbox for this data item, the system will adjust the LIT wages. Earnings Special Pay Types (types #1 and #2) will increase LIT wages, deductions (type #3) will decrease LIT wages. If you leave the checkbox blank, the earning or deduction will have no effect on LIT wages. The normal response should be "on" for earnings and **"blank"** for deductions.
Adjust Add. LIT	This data item indicates whether or not the amount will affect the wages subject to additional local income taxes. **"Add. SIT wages"** are the total employee wages subject to additional local taxes. If you <click> on the checkbox for this data item, the system will adjust the additional LIT wages. Earnings Special Pay Types (types #1 and #2) will increase additional LIT wages, deductions (type #3) will decrease additional LIT wages. If you leave the checkbox blank, the earning or deduction will have no effect on additional LIT wages. The normal response should be **"on"** for earnings and **"blank"** for deductions.
Adjust FUTA Wages?	This data item indicates whether or not the amount will affect the wages subject the Federal Unemployment Taxes. Earnings Special Pay Types (types #1 and #2) will increase FUTA wages; deductions (type #3) will decrease FUTA wages. If you leave this checkbox blank, the earning or deduction will have no effect on FUTA wages. The normal response should be **"on"** for earnings and **"blank"** for deductions.
Adjust SUTA Wages?	This data item indicates whether or not the amount will affect the wages subject to State Unemployment Taxes. Earnings Special Pay Types (types #1 and #2) will increase the SUTA wages; deductions (type #3) will decrease SUTA wages. If you leave this checkbox blank, the earning or deduction will have no effect on SUTA wages. The normal response should be "on" for earnings and "blank" for deductions.

W-2 Reporting Category

This data item enables Year-to-Date amounts of the Special Pay Type Accumulators to print in the correct boxes on the W-2 forms.

The categories are as follows:

1) Normal Earnings and Deductions should be used for all special pay types except for those that qualify in categories 2-5 below.

2) Normal EIC Payments should be used when the special pay type is an Employee's advanced earned income credit payment.

3) Tip Earnings should be used when the special pay type is used for Tip earnings.

4) Deferred Compensation (401K) should be used when the special pay type is used for contributions to deferred compensation plans such as: 401(k), 403(b), 408(k)(6), 457, or 501(c)(18)(D).

5) Fringe Benefits should be used when the special pay type is for taxable non-cash fringe benefits.

6) Dep. Care Benefits represent amounts paid or incurred by an employer for dependent care assistance for an employee. Assigning this type to a special pay type will make the accumulated amount print in the Dep. Care box on the W-2.

7) Allocated Tips - Large food or beverage employers with employees who receive tips and report less than 8% of adjusted gross receipts as tips must show allocated tips on the W-2 form. Assigning this type to a special pay type will make the accumulated amount print in the Allocated Tips box on the W-2.

8) Non-qualified Plans are contributions to a profit-sharing or stock bonus plan that are not considered Qualified Plans by the IRS. Assigning this type to a special pay type will make the accumulated amount print in the Non-qualified Plans box on the W-2.

9) Section 125 Cafeteria Plans represent Qualified Plans under section 125 of the IRS Guidelines. Items classified as this type would be printed in the **"Other"** box on the W-2.

GL Account Number	This data item contains the General Ledger account that will be used to post the amount entered for this special pay type. The default will be the Main Earnings account set up in the Master Configuration, if the type is an earning ***(type 1 or 2),*** or the Main Deduction account if the type is a **deduction** ***(type 3 or 4)***.
Expense to Department	This data item contains the department number of the department that you would like to allocate the earnings or deductions to. Normally, all earnings and deductions are allocated to the main company. Interdepartmental expenses are allocated through the department expense allocation factor. However, if you have an earnings code such as **"commissions"** which would only apply to one department, this option may be used to directly allocate the **"commission expense"** to that one department. If you leave this data item blank, this will indicate that no direct department allocation is needed. Or you may enter the department number that you would like the expense allocated to. **NOTE:** If the **"Allow Department Breakdown"** feature is turned off in the Master Configuration, this option will be turned off and not accessible.

<Click> on the "**Save"** button to validate the special pay type information that is being added.

Results:

coPR4.dbf - Special Pay Type File
- All Special Pay Type Information set up

Change Mode (PR0410)

This option allows you to change information on an existing special pay type. If you have made any mistakes during this set up process, you may return and change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coPR4.dbf - Special Pay Type File
- All Special Pay Type Information updated

Delete Mode (PR0411)

This option allows you to delete special pay types that you may have entered by mistake, or you no longer want. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete sales codes that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a special pay type is deleted, it can not be retrieved again.

Results:

coPR4.dbf - Special Pay Type File
- Special Pay Type Information is marked for deletion

Copy Mode (PR0412)

This option allows you to create a new special pay type by copying the information from an existing one. This option is very useful when setting up similar special pay types or renumbering special pay types. Using this option, the system provides a quick method of setting up special pay types that are very similar.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for the special pay type number, will be copied to a new record. Enter the new special pay type number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coPR4.dbf - Special Pay Type File
- All Special Pay Type Information set up

SET UP TAX TABLES

This section discusses the ways to set up, change, delete, copy and update Tax Tables from master file. It also discusses how to print the Tax Table Listing that is used to verify all information input into the Tax Table file. These tax tables will be used by the system to calculate Federal, State, and Local income taxes and unemployment taxes. For each employee you may assign one Federal tax table, two State tax tables, and two Local tax tables.

Allowing two state and local tables per employee is done to allow you to calculate those taxes in a two step process, if necessary. All tax tables should be entered based on an annual payroll. The system will automatically perform the correct conversions for your actual payroll cycle.

You may add **"notes"** to any Tax Table that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new tax table, changing an existing tax table or copying a tax table.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current data and time.

You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (PR0412)

This option allows you to review all tax table information. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. Once the tax table has appeared on the screen, you may review the information. This information includes the description, unemployment tax rate and minimums, general ledger account numbers, and other information regarding the set up of this specific tax table. You may <click> on the **"Details"** button to view the details of the tax calculations.

Add Mode (PR0413)

This option allows you to add new tax tables to your Tax Table file. These tax tables are used to calculate federal, state, and local withholding amounts for each employee. The top portion of the screen will be used to define the tax table description, unemployment tax, account numbers, exemption values, and adjustments. The bottom portion of the screen is a scrolling screen, which contains the tax calculation table.

There are several tax tables that are automatically set up for you, including the Federal Married and Single tables, which may help you during the set up process. You may want to print the **"Tax Table Listing"** before continuing. An example of state withholding is given at the end of this section.

There is one special consideration in the numbering of your tax tables. If you have a secondary state tax that needs to be printed on the W-2 form separately from the normal state tax amount, you must enter **"@"** as the first character of the tax table number. This will indicate to the system that the tax amounts accumulated for this tax table will be printed in the designated box on the W-2 form. An example of this would be the California SDI Tax.

When adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."***

The following is an explanation of each of the data items set up on a tax table.

Description	This is a twenty **(20)** character description of the tax table which will be displayed on all reports and screens.
Unemployment Maximum	This data item contains the maximum amount of wages that are subject to unemployment tax. When the Year-to-Date gross wages of an employee reaches this amount, the system will no longer calculate unemployment tax.
Unemployment Tax Rate	This data item contains the unemployment tax rate that will be used when calculating the unemployment tax. This percentage will be multiplied by the gross taxable wages of an employee until they reach the maximum.
GL Unemployment Exp.	This data item contains the General Ledger expense account for the unemployment taxes calculated from this tax table. This account will be debited at the time the payroll journal entry is calculated.
GL Unemployment Liab.	This data item contains the General Ledger liability, or accrual, account for the unemployment taxes calculated from this tax table. This account will be credited at the time the payroll journal entry is calculated.
GL Accrual Account	This data item contains the General Ledger liability, or accrual, account for the federal, state, or local taxes calculated from this table. This account will be credited at the time the payroll journal entry is calculated.
Primary Exemption	This data item contains annual dollar amount of the value of one exemption. This amount will be multiplied by the number of primary exemptions set up for each employee and then subtracted from the annualized taxable wages before the tax is calculated.
Secondary Exemption	This data item contains annual dollar amount of the value of any secondary exemptions. This amount will be multiplied by the number of secondary exemptions set up for each employee and then subtracted from the annualized taxable wages before the tax is calculated.
Adjust Base By FIT	This data item indicates to the system whether or not the taxable wages should be adjusted by the federal income tax amount. An example of this would be if your state or local income tax table allows you to reduce the taxable base wages by the amount of federal income tax paid. <Click> on the checkbox to activate this adjustment.
Adjust Base By FICA	This data item indicates to the system whether or not the taxable wages should be adjusted by the FICA tax amount. An example of this would be if your state or local income tax table allows you to reduce the taxable base wages by the amount of FICA tax paid. <Click> on the checkbox to activate this adjustment.
Adjust Base By SIT	This data item indicates to the system whether or not the taxable wages should be adjusted by the state income tax amount. An example of this would be if your local income tax table allows you to reduce the taxable base wages by the amount of state income tax paid. <Click> on the checkbox to activate this adjustment.
Tax Calculation Method	There are nine **(9)** different methods that can be used to calculate the amount of tax. These types are used to accommodate the variations in state income tax calculations. As state governments change the way state and local income taxes are calculated, new calculation types will be added to handle methods that are not currently supported.

1) Normal Table Calculation	This method allows for normal calculation of taxes using the percentage table method. This should be used for the federal tax calculations and also those states that calculate taxes similar to the federal method. The following outlines exactly how the tax tables calculate the taxes for each paycheck using the Normal Table Calculation Method. **1)** Start with taxable wages. **2)** If **"Adjust Base by FIT"** is **"Y,"** then subtract current FIT amount. **3)** If **"Adjust Base by FICA"** is **"Y,"** then subtract current FICA amount. **4)** If **"Adjust Base by SIT"** is **"Y,"** then subtract both current SIT amounts. **5)** Annualize adjusted base by multiplying by the number of pay cycles in one year. **6)** Subtract the **"Additional Annual Exemption"** amount set up for this employee for this tax table. **7)** Subtract both the primary and secondary exemption amounts. (Multiply the number of exemptions set up for the employee by the exemption amounts set up for this tax table.) **8)** Find tax table line for which this adjusted taxable income is greater than or equal to the lower limit and less than the next line's lower limit. **9)** Multiply the amount of adjusted taxable income over the lower limit by the tax percentage and then add the base tax amount. **10)** Divide the annualized tax amount by the number of pay cycles per year to calculate the current pay period's tax.
2) Percentage Up to YTD Gross	This method allows a certain percentage of tax to be deducted until a certain dollar amount of tax has been collected. The **"Lower Limit"** on line one is .01 and the **"% Over Limit"** is the percentage of gross wages that will be withheld. The **"Lower Limit"** on line two is the maximum tax to be collected. An example would be CA State Disability. This requires employees to pay **.9%** on the first **21,900.00** of gross wages for SDI, ***(21,900.00 X .009 = 197.10 of SDI tax that will be collected)***. Therefore, **"% Over Limit"** on line one is **.9%** and the **"Lower Limit"** on line two is **$197.10**. The following outlines exactly how the tax tables calculate the taxes for each paycheck using the Percentage up to YTD Gross Method. **1)** Start with taxable wages. **2)** If **"Adjust Base by FIT"** is **"Y,"** then subtract current FIT amount. **3)** If **"Adjust Base by FICA"** is **"Y,"** then subtract current FICA amount. **4)** If **"Adjust Base by SIT"** is **"Y,"** then subtract both current SIT amounts. **5)** Multiply the adjusted base by the percentage rate on line 1 of the table. **6)** Divide the employee's "Additional Exemption Amount" by the number of pay cycles per year and subtract from the calculated tax amount. **7)** Multiply the number of primary and secondary exemptions set up for the employee by the exemption amounts set up on the tax table, then divide by the number of pay cycles per year, then subtract from the calculated tax amount.

	8) Compare the previous YTD tax amount for this table to the lower limit. Apply only the portion of the currently calculated tax that will not exceed the lower limit on line 1.
3) Normal with % Wage Exemption	This method calculates a tax exemption that is a certain percentage of gross wages or a certain dollar amount, whichever is less. Line 1 of the tax table is used to calculate the percentage of wage exemption. The **"Lower Limit"** on line 1 is the maximum dollar amount that is allowed for the exemption while the **"% Over Limit"** is the percent of gross wages that is allowed as an exemption. An example would be if a state allows an employee to deduct 15% of his gross wages or $3000.00, whichever is less, the lower limit on line 1 would be $3000.00 and the % Over Limit would be 15%. Lines 2 down perform the normal table calculation on the figure calculated on line 1. The following outlines exactly how the tax tables calculate the taxes for each paycheck using the Normal with % Wage Exemption method. **1)** Start with taxable wages. **2)** If **"Adjust Base by FIT"** is **"Y,"** then subtract current FIT amount. **3)** If **"Adjust Base by FICA"** is **"Y,"** then subtract current FICA amount. **4)** If **"Adjust Base by SIT"** is **"Y,"** then subtract both current SIT amounts. **5)** Multiply current gross taxable wages by the number of pay cycles per year, then multiply by the percentage in line 1 of the tax table, Compare this with the lower limit in line 1, and don't allow it to exceed the lower limit, then, subtract this from the adjusted tax income as an additional exemption value. **6)** Follow Steps 8 - 10 of Normal Calculation method except the tax table starts on line 2.
4) Normal with Annual Credit	This table performs a normal tax calculation but also deducts a **"Tax Credit"** amount off of the net tax amount. Tax credits differ from exemptions in that they are deducted from the check **AFTER** tax has been calculated. Exemptions are deducted **BEFORE** the taxes are calculated. The table itself is set up as a normal table. The **ANNUAL** amount of the tax credit is then placed in the ***"Add. Exemption Amount"*** field of the employee's tax table information. An example of this would be if a state allowed an employee to take $180.00 in tax credits for the year, the employee's tax table data would read: OR-M Oregon - Married 1991 0 180.00 The following outlines exactly how the tax tables calculate the taxes for each paycheck using the Normal with Annual Credit method. **1)** Start with taxable wages. **2)** If **"Adjust Base by FIT"** is **"Y,"** then subtract current FIT amount. **3)** If **"Adjust Base by FICA"** is **"Y,"** then subtract current FICA amount. **4)** If **"Adjust Base by SIT"** is **"Y,"** then subtract both current SIT amounts. **5)** Annualize adjusted base by multiplying by the number of pay cycles in one year.

	6) Subtract both the primary and secondary exemption amounts set up for this tax table. **7)** Find the tax table line for which this adjusted taxable income is greater than or equal to the lower limit and less than the next line's lower limit. **8)** Multiply the amount of adjusted taxable income over the lower limit by the tax percentage and then add the base tax amount. **9)** Divide the annualized tax amount by the number of pay cycles per year, to calculate the current pay periods tax. **10)** Divide the **"Additional Annual Exemption"** ***(which is the tax credit)*** amount set up for this employee by the number of pay cycles per year and then subtract this from the tax amount.
5) Normal with % FIT & SIT Exempt	The switches to adjust the gross by **FIT** and **SIT** ***(items 9 and 11 on the tax table)*** are **EFFECTIVE** when an unlimited amount of tax is allowed to be deducted as an exemption. However, some states put limits on how much can be deducted. Method five handles this situation. Line one of the tax table is for the FIT deduction calculation, while line 2 is for SIT. The **"Lower Limit"** is the maximum amount of tax that can be deducted while the **"% Over Limit"** is the percent of tax that can be deducted ***(when all tax up to a certain dollar amount is allowed, this percentage must be set to 100%)***. An example would be if FIT is allowed to be deducted for tax calculations from gross wages up to a maximum of **$3000.00**. The **"Lower Limit"** on line 1 would be **$3000.00** and the **"% Over Limit"** would be 100%. Line 2 would contain 0 as there is not state tax deducted. The remaining lines of the tax table, starting at line 3, perform a normal tax calculation. The following outlines exactly how the tax tables calculate the taxes for each paycheck using the Normal with % FIT & SIT Exemption method. **1)** Start with taxable wages. **2)** If **"Adjust Base by FIT"** is **"Y,"** then subtract current FIT amount. **3)** If **"Adjust Base by FICA"** is **"Y,"** then subtract current FICA amount. **4)** If **"Adjust Base by SIT"** is **"Y,"** then subtract both current SIT amounts. **5)** Annualize adjusted base by multiplying by the number of pay cycles in one year. **6)** Subtract the ***"Additional Annual Exemption"*** amount set up for this employee for this tax table. **7)** Subtract both the primary and secondary exemption amounts set up for this tax table. **8)** Multiply the current FIT amount by the number of pay cycles per year, then multiply by the percentage on line 1 of the table but don't allow it to exceed the lower limit on line 1. Now subtract from the adjusted taxable wages. **9)** Perform Step 8 above for both SIT amounts. **10)** Follow Steps 8 - 10 of Normal Calculation method except the tax table starts on line 3.

6) Normal with Credit & FIT & SIT	This method combines the features of 4 and 5 into one table. The table set up will be the same as in option number 5 and the annual tax credit will go into the **"Add. Exemption Amount"** field of the employee for the tax credit. The following outlines exactly how the tax tables calculate the taxes for each paycheck using the Normal with Credit & FIT & SIT Exempt method. **1)** Start with taxable wages. **2)** If **"Adjust Base by FIT"** is **"Y,"** then subtract current FIT amount. **3)** If **"Adjust Base by FICA"** is **"Y,"** then subtract current FICA amount. **4)** If **"Adjust Base by SIT"** is **"Y,"** then subtract both current SIT amounts. **5)** Multiply the current FIT amount by the number of pay cycles per year, then multiply by the percentage on line 1 of the table but don't allows it to exceed the lower limit on line 1, then subtract from the adjusted taxable wage. **6)** Perform Step 5 above for both SIT amounts. **7)** Follow Steps 8 - 10 of Normal Calculation method except the tax table starts on line 3. **8)** Divide the **"Additional Annual Exemption"** ***(which is the tax credit)*** amount set up for this employee by the number of pay cycles per year and then subtract this from the tax amount.
7) Special Tax Calculation for OK	This method performs the special tax calculations that are necessary for the state of Oklahoma. Line one of the tax table is for the gross wage limit and the percent of tax above the limit. The **"Lower Limit"** is the maximum amount of gross wage that is used in the table calculations. The **"% Over Limit"** is the tax rate that is used to calculate the additional tax amount on gross wages over the limit. Line two of the tax table is for calculating the percent of the base wages to be used in the table calculations. Enter the percent in the **"% Over Limit"** field. Line three of the tax table is for additional exemption calculations. Oklahoma allows the larger of $1,000.00 or 15% of the withholding base, not to exceed $2,000.00. Enter the lower limit in the **"Lower Limit"** field, the percent in the **"% Over Limit"** field, and the maximum in the **"Base Tax Amount"** field. The following outlines exactly how the tax tables calculate the taxes for each paycheck using the Special Tax Calculation for OK. **1)** Start with taxable wages. **2)** If **"Adjust Base by FIT"** is **"Y,"** then subtract current FIT amount. **3)** If **"Adjust Base by FICA"** is **"Y,"** then subtract current FICA amount. **4)** If **"Adjust Base by SIT"** is **"Y,"** then subtract both current SIT amounts. **5)** Annualize adjusted base by multiplying by the number of pay cycles in one year. **6)** If this amount is over the limit in line 1 of the tax table, use the limit to continue the tax calculations. The amount over the limit will be used in Step #10.

	7) Calculate the additional exemption amount by multiplying the withholding base calculated above by the percentage in line 3 of the table. If the amount is less than the amount in the **"Lower Limit,"** then use the lower limit as the exemption amount. If the amount is more than the amount in the **"Base Tax Amount"** field, use the **"Base Tax Amount"** as the exemption amount. **8)** Calculate the taxable income by multiplying the withholding base by the percentage in line 2 of the table. Subtract the exemption amount calculated in Step #7. Subtract any "**Additional Exemption Amount"** set up for the employee for this tax table. Subtract both the primary and secondary exemption amounts. ***(Multiply the number of exemptions set up for the employee by the exemption amounts set up for this tax table)***. **9)** Follow **Steps 8 - 10** of the Normal Calculation method except the tax table starts on line 4. **10)** If the gross wages are over the limit calculated in Step #6, multiply the amount over the limit by the **"% Over Limit"** and then divide by the number of pay cycles per year to calculate the additional amount of tax.
8) Tax Based on FIT Amount	This method will calculate State or Local tax based on a percentage of Federal Income Tax. The lower limit represents the amount of Federal Tax and the Percentage over Limit column represents the percentage of Federal Tax. The following outlines exactly how the tax tables calculate the taxes for each paycheck using the **"Tax Based on FIT Amount"** method. **1)** Start with Federal Income Tax. **2)** Annualize Federal Income tax by multiplying the number of pay cycles in one year. **3)** Find the tax table line for which Federal Tax is greater than or equal to the lower limit and is less than the next line's lower limit. **4)** Multiply Federal Income Tax above the lower limit by the tax percentage and then add the base tax amount. **5)** Divide the annualized tax amount by the number of pay cycles per year to calculate the current pay period's tax. **6)** Divide the **"Additional Annual Exemption"** ***(which is the tax credit)*** amount set up for this employee by the number of pay cycles per year and then subtract this from the tax amount.
9) Special Tax Calculation for CT (Connecticut)	This method performs the special tax calculations that are necessary for the state of Connecticut. This method requires you to put the **"Annualized Exemption Amount"** *(found in* ***"Table A - Exemptions"*** *of the* ***CT*** *Tax Guide)* in the ***"Add. Exemption Amount"*** field of the employee's state tax table. Line one of the tax table contains the base tax rate **(as of July 2003, this was 3%)**. The **"% Over Limit"** is the actual base tax rate. Line two contains the Withholding Code's Break Point amount **(i.e. $10,000, $16,000 or $20,000)** as the lower limit, the base tax amount **($300.00, $480.00, or $600.00)** and the tax rate of **5%** of the amount over the limit. **Lines 3** and higher **15** will now represent the Personal Tax Credit Table. The following outlines exactly how the tax tables calculate the taxes for each paycheck using the Special Tax Calculation for **CT**. **1)** Start with taxable wages.

	2) If **"Adjust Base by FIT"** is **"Y,"** then subtract current FIT amount. **3)** If **"Adjust Base by FICA"** is **"Y,"** then subtract current FICA amount. **4)** If **"Adjust Base by SIT"** is **"Y,"** then subtract both current SIT amounts. **5)** Annualize adjusted base by multiplying by the number of pay cycles in one year. **6)** Subtract the **"Additional Annual Exemption"** amount set up for this employee for this tax table.

Determine initial withholding amount from table below:

WITHHOLDING CODE: A,D,or F	**WITHHOLDING CODE: B**	**WITHHOLDING CODE: C**
If the Annualized Taxable Income is less than or equal to $10,000, multiply the amount by .03 If the Annualized Taxable Income is Over $10,000, multiply the excess over $10,000 by .05 and add $300.00	If the Annualized Taxable Income is less than or equal to $16,000, multiply the amount by .03 If the Annualized Taxable Income is Over $16,000, multiply the excess over $16,000 by .05 and add $480.00	If the Annualized Taxable Income is less than or equal to $20,000, multiply the amount by .03 If the Annualized Taxable Income is Over $20,000, multiply the excess over $20,000 by .05 and add $600.00
For example: If the Annualized Taxable Income is $10,000 and the withholding code is "F", the initial withholding amount equals $300.00 ($10,000 x .03 = $300.00). If the Annualized Taxable Income is $15,710 and the withholding code is "F", the initial withholding amount equals $585.50 ($15,710 - $10,000 = $5710. $5,710 x .05 = $285.50 + $300.00 = $585.50).		

Initial Withholding Amount *($12,000 -$10,000 = $2,000. $2,000 x .05 = $100.00. $100.00 + 300.00 = $400.)*	$ 400.00
Multiply by 1.00 minus the decimal amount in Table B (.85)	$ 340.00
Tax for this period ($340.00 / 24)	$ 14.17

W-2 State

This is the two **(2)** character state abbreviation that determines the state wages and state taxes that will be accumulated and printed on the W-2. For instance, if you have both **SIT1** and **SIT2** defined on an employee and the tax tables assigned both have the same W-2 state, these wages and taxes will be combined on the W-2.

Each Tax Table that you are using for your employees should be modified to include a two **(2)** character abbreviation in this field for State Wage Reporting on the W2 Totals Report or for State Wage Magnetic Media Reporting.

Exclude from W-2 Wages?

This option determines whether or not state wages are combined if you are using SIT1 and SIT2 on an employee and both tax tables have the same W-2 State. If you <click> on the checkbox, the system will **NOT** combine the state wages on the W-2. If you leave the checkbox blank the system will combine the state wages. In the case of using a tax table that is preceded with the ***"@,"*** you must **NOT** define a W-2 state.

Once you have entered the necessary information and pressed **ENTER** to validate, you may set up the actual table information. This information includes the lower limit, base tax amount, and percentage over limit for each of the annual tax brackets.

This table is organized to be very similar to the format of the Employer's Federal Tax Guide **(Circular E)**, Percentage Method Annual Table. For each tax bracket, you must enter the lower limit of wages. The upper limit will be the lower limit of the next bracket.

Then enter the base tax amount for the bracket. Finally, enter the tax percentage to use on the amount of wages over the lower limit. When calculating the tax, the system will determine which two lower limits an employee's taxable wages are between and then perform the necessary calculations.

If the wages are below the first lower limit, no tax will be calculated. If the wages are above the last lower limit, the system will use the last bracket information to perform the calculations. Enter the necessary table information and <click> on the "**Save"** button to validate this entry.

NOTE

While additional Federal Income Tax can be withheld from the employee using a special pay type (e.g., FIT), State Income Tax cannot be. To withhold additional SIT from an employee a tax table must be set up. The tax table must follow these guidelines:

1. **Unemployment Maximum and Rate should be 0.**
2. **All Adjust questions should be set to (N)o.**
3. **Table Calculation Method is #1 (Normal).**
4. **Lower Limit on Line 1 should be $0.01.**
5. **Base Tax Amount on Line 1 should be annualized amount of additional SIT *(e.g., if $10 per week, Base Tax is $520)*.**
6. **% Over Limit should be 0.000.**
7. **Lower Limit for Line 2 is $999,999.99.**
8. **Everything else in table is 0.**

In the example below the employee is requesting an additional $10 per week to be withheld for SIT.

	Lower Limit	Base Tax	% Over Limit
1)	$0.01	$520.00	0.0000%
2)	$999,999.99	$0.00	0.0000%
3)	$0.00	$0.00	0.0000%

To withhold a different amount simply setup a tax table with the appropriate Base Tax Amount. <Click> **OK** to validate the tax table information that is being added.

NOTE

The system provides the standard tax table information for both Federal and State Income Tax calculations. Normally, these tables are already set up in your system. Customers current on their Annual License Fees will be notified of updates as they become available.

Please note that the General Ledger accounts and the Unemployment Tax Percent may need to be changed to meet your specific requirements. In addition, after you receive the tax update, it is your responsibility to verify that the tax calculation meets your legal requirements.

Results:

coPR5.dbf - Tax Table File
- All Tax Table Information set up

Change Mode (PR0414)

This option allows you to change information on an existing tax table. If you have made any mistakes during this set up process, you may return to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coPR5.dbf - Tax Table File
- All Tax Table Information updated

Delete Mode (PR0415)

This option allows you to delete existing tax tables that you may have entered by mistake, or you no longer want. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete sales codes that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a tax table is deleted, it cannot be retrieved.

Results:

coPR5.dbf - Tax Table File
- Tax Table Information is marked for deletion

Copy Mode (PR0416)

This option allows you to create a new tax table by copying the information from an existing one. This option is very useful when setting up similar tax tables or renumbering tax tables.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for the tax table number, will be copied to a new record. Enter the new tax table number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coPR5.dbf - Tax Table File
- All Tax Table Information set up

UPDATE TAX TABLES FROM MASTER FILE (PR0417)

This option will update your tax table file from the master default tax table file, which is included on the program disks. Make sure to transfer the updated diskettes onto your system before executing this option.

Whenever you receive Payroll updates from Data Pro Accounting Software to bring your tax tables current, the first step is update your Payroll program. Please refer to the **"transfer"** procedures in your Installation Guide for complete instructions on this process. Once the transfer is complete, this option must be executed individually for **"each"** company you have in your payroll system. <Click> on the **"Start"** button to begin this procedure.

SET UP WORKERS' COMP. CLASSES

This section discusses the ways to set up, change, delete and copy Workers' Compensation Class Codes. It also discusses how to print the Workers' Compensation Class Listing, which is used to verify all information input into the Workers' Compensation Class file.

You may add **"notes"** to any workers' comp class that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new workers' comp class, changing an existing workers comp class or copying a workers' comp class.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current data and time. You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (PR0425)

This option allows you to review all workers' compensation class information. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. Once the tax table has appeared on the screen, you may review the information. This information includes the description, state abbreviation, hourly pay rate, insurance rate and maximums, as well as monthly totals.

Add Mode (PR0426)

This option allows you to set up new Workers' Compensation Classes. These WC Classes are used for calculating monthly Workers' Comp. Insurance and for predefining employee pay rates. These workers' compensation classes will assist you in classifying your monthly payroll information by work category and calculating the necessary workers' compensation insurance premiums. You may also use these classes to predefine employee pay rates by work classification.

When adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** The following is an explanation of each of the data items set up on a worker's comp class.

If you use a period **(.)** as the first character of the WC Class number, the system will not perform any calculations for this WC Class. It will be considered as **"not applicable."**

The following table describes the details of this screen:

Description	This is a fifteen **(15)** character description of the WC Class which will be displayed on all reports and screens.
State Abbreviation	This is a two **(2)** character abbreviation of the state that this WC Class will be reported in. The Monthly Workers' Compensation Report will sort and subtotal all WC Class by this state abbreviation.
Hourly Pay Rate	This data item contains the predefined hourly pay rate that will be used when paying an hourly employee classified in this WC Class. This rate will not be used on salaried employees. If you enter $0.00, the pay rate set up in the employee's master record will be used. If this rate is greater than zero **(0)**, the system will use this rate, multiplied by the pay factor (type), then multiplied by the number of hours, to determine the amount of wages.
Calc. Type	This data item defines how the Monthly Worker's Compensation liability will be calculated. There are three **(3)** choices.
Regular Earnings & Regular part of Over Time	This is the monthly total of regular pay and the regular portion of all overtime pay that was classified in this WC Class. The regular portion of overtime pay is calculated by dividing the overtime pay by the pay factor.
Regular Earnings & All Over Time	This is the monthly total of regular pay and all overtime pay that was classified in this WC Class. Overtime pay is defined as any pay type that has a factor greater than 1.000.
Regular Earnings Only	This is the monthly total of all regular pay that was classified in this WC Class. Regular pay is defined as any pay type that has a factor of 1.000. All salaried employees' pay will be considered as regular pay.
Insurance Rate	This is the percentage rate that will be used in calculating the insurance premium on the "Monthly Workers' Compensation Report." The rate will be divided by 100 and then multiplied by the monthly applicable pay for this WC Class. The monthly applicable pay is the sum of regular pay and the regular portion of the overtime pay.
Insurance Maximum	This is the maximum premium that will be shown on the **"Monthly Workers' Compensation Report."** If this value is zero **(0)**, no maximum will be used.
Monthly Amts.	By <clicking> on this button, another screen will appear and allow you to enter or edit monthly earning totals for Regular Earnings, Overtime Earnings and the Regular Portion of Overtime Earnings.

<Click> the **"Save"** button to validate the workers' compensation class information that is being added.

Results:

coPR7.dbf - Workers' Comp. Class File
- All WC Class Information set up

Change Mode (PR0426)

This option allows you to change information on an existing WC Class. If you have made any mistakes during this set up process, you may return to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coPR7.dbf - Workers' Comp. Class File
- All WC Class Information updated

Delete Mode (PR0427)

This option allows you to delete an existing WC Class. Do **NOT** delete WC Classes which have been used for current pay data entry.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete sales codes that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a WC Class is deleted, it cannot be retrieved.

Results:

coPR7.dbf - Workers' Comp. Class File
- WC Class Information is marked for deletion

Copy Mode (PR0428)

This option allows you to create a new WC Class by copying the information from an existing one. Using this option, the system provides a quick method of setting up WC Classes that are very similar.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for the workers' comp class number, will be copied to a new record. Enter the new workers' comp class number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coPR7.dbf - Workers' Comp. Class File
- All WC Class Information set up

PAYROLL CONFIGURATION (PR0223)

This section discusses in detail the options necessary to input your master file information. The options utilized in this menu allow you to custom configure your Payroll Master Information, maintain your data files, and configuring your Direct Deposit functions. This option allows you to set up the master configuration, time category information, and the integration with other systems.

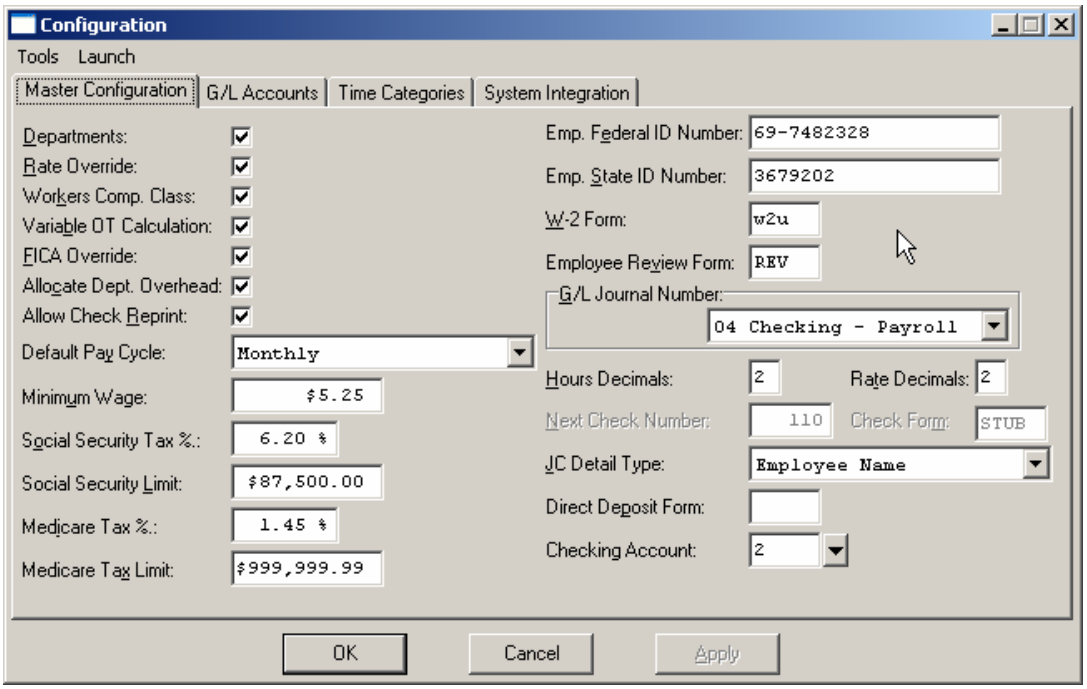
A default configuration is already built into your Payroll module. However, you may prefer to change this configuration to meet your company's specific requirements. If you decide to assume the default values, please review them carefully before you begin processing. After selecting this option, a screen will appear displaying the following four tabs:

1) **Master Configuration**
2) **G/L Accounts**
3) **Time Categories**
4) **System Integration**

As you proceed to select each tab, enter all required changes <click> on the **"OK"** button to validate and assume the default values. The default values include account numbers which are coordinated to the default company in the General Ledger module. If you wish to use your own internal account numbers, these default account numbers must be changed to match the account numbers you will be using.

Master Configuration (PR0420)

The Master Configuration screen will display the data items necessary for configuring your Payroll defaults.



Departments	Default: **OFF** This data item indicates to the system whether or not you will be using departmental breakdown of your payroll data. If you leave this checkbox blank, all options and data items which refer to departments will be turned off.
Rate Override	Default: **OFF** This data item indicates to the system if you want to have the option of changing the pay rates at the time the pay data is being entered. When you are entering the pay data for an hourly employee, the system will calculate the pay rate based on normal rate for the employee and the factor associated with the time category entered ***(e.g., 1.00 for Regular, 1.50 for Overtime, 2.00 for Double time, etc.)***. <Clicking> on this checkbox will give you the option of accepting this calculated rate or changing the rate, if you desire. This data item will not be used if the employee is defined as a salaried employee.
Workers' Comp.Class	Default: **OFF** This data item indicates to the system whether or not you will be classifying your pay data by workers' compensation class codes. If you leave this checkbox blank, all options and data items which refer to workers' compensation classes will be turned off. This option is ideal if you would like the ability to pay employees different rates of pay based on the nature of the work that they are performing. There is no requirement that you use this feature for anything other than automatic pay calculations.
Variable OT Calculation	Default: **OFF** This data item indicates whether or not you want the system to automatically calculate variable overtime. The formula that is used is based on the U.S. Department of Labor ***(Form: WH-134)*** for computing Extra Half-Time for Overtime. If you <click> on this checkbox, and the first special pay type in the employee's record is an earnings code which begins with **"V,"** the system will calculate the overtime pay for the pay cycle. The overtime pay will automatically be placed in the special pay type amount column. This feature is typically used by those companies either performing government or union type work, where multiple pay rates are used for different types of work, or for piecework applications.
FICA Override	Default: **OFF** This data item indicates to the system whether or not you want to be able to override the calculated FICA amount at the time the pay data is being entered.
Allocate Dept Overhead	Default: **OFF** This data item indicates to the system whether or not you want to be able to allocate department overhead based on factors entered in the departments.
Allow Check Reprint	Default: **OFF** This option will determine whether or not you will allow checks to be re-printed at the time of check printing. If you leave the checkbox blank, you will be required to Void the check and re-write it.

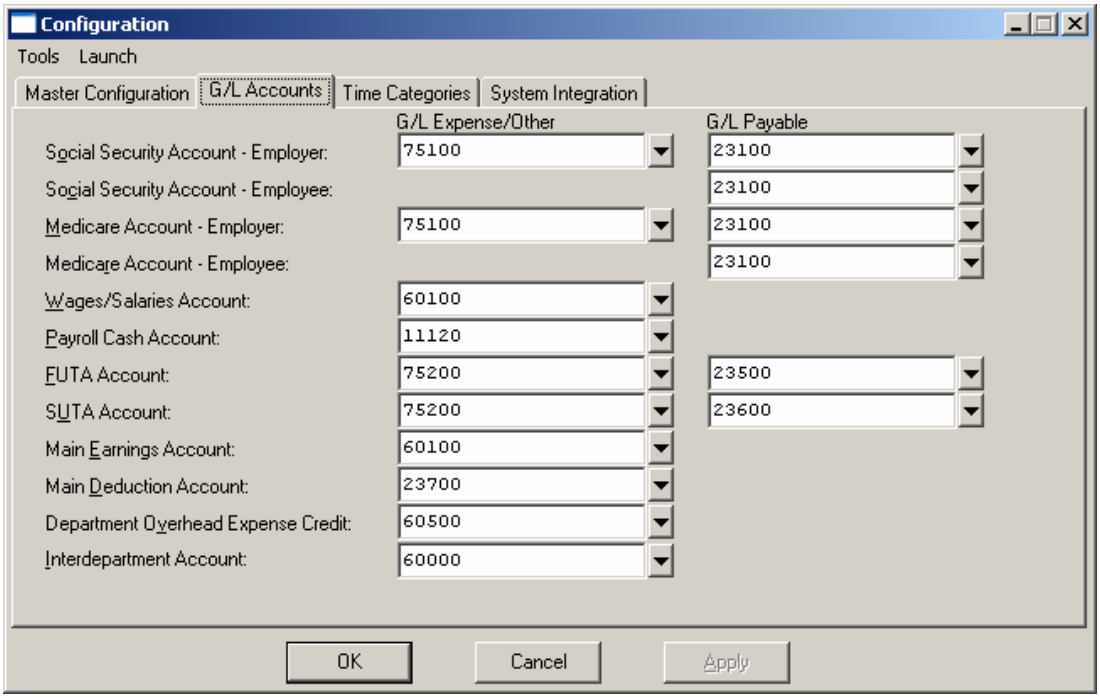
Default Pay Cycle	Default: Bi-Weekly This is the default pay cycle that will be assumed when setting up employees, entering pay data, printing the preliminary and final check summaries, printing the checks, and updating the employee history. The pay cycle will be used to group similar payrolls and to correctly calculate the payroll taxes. The valid pay cycles are: **Daily** **Weekly** **Bi-Weekly** **Semi-Monthly** **Monthly** **Quarterly** **Semi-Annually** **Annually** You may enter the pay cycle number or <click> on the drop down box to select the pay cycle. After you have entered the pay cycle, the system will display the pay cycle description below this data item.
Minimum Wage/Hour	The minimum wage per hour will be used by the system to warn you if you are entering pay data for an employee which calculates to an hourly rate less than the minimum wage and to calculate the wages subject to the employer's portion of Social Security. While you are entering the pay data for an employee, the system will calculate the minimum wage amount by using the number of hours entered times the minimum wage per hour. If the total wages entered for the employee ***(including hourly wages or salary, bonuses, tips, etc.)*** is less than the minimum wage amount, the system will display a warning message and indicate the "Boost Amount."
Social Security Tax %	This figure represents the percentage rate that will be used when calculating the employer's and employee's portion of Social Security tax. The system will multiply this percentage by the employee's wages subject to Social Security ***(including tips)*** up to the **"Social Security Limit."**
Social Security Limit	This figure is the maximum amount of employee wages that are subject to the employer's and employee's portion of Social Security. Once the yearly wages for an employee has reached this limit, the system will no longer calculate the employer's/employee's Social Security tax.
Medicare Tax %	This figure represents the percentage rate that will be used when calculating the employer's and employee's portion of Medicare tax. The system will multiply this percentage by the employee's wages subject to Social Security ***(including tips)*** up to the **"Medicare Tax Limit."**
Medicare Tax Limit	This is the maximum amount of employee wages that are subject to the employer's and employee's portion of Medicare tax. At present, there is no cap on the Medicare tax limit.
Employer's Federal I.D. #	Default: **None** This is a twenty **(20)** character field for your federal tax identification number. This will be printed on the employee's W-2 forms and included in all appropriate magnetic media ***(if selected.)***
Employer's State I.D. #	Default: **None** This is a twenty **(20)** character field for your state tax identification number. This will be printed on the employee's W-2 forms and included in all appropriate magnetic media ***(if selected.)***

W-2 Form	Default: **W2** This is the name of the W-2 form that will be used when printing W-2s. See the **Payroll** sections of the *Infinity POWER Supported Forms Reference Manual* for a listing of the standard forms available with these modules and the preprinted forms that are supported by the accounting system. A selection of preprinted forms are available through **DPAForms** and may also be found in the **DPAForms Catalog** included in the Product Kit. They may also be found on the CD-ROM presentation. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's needs, custom modifications are available to configure to your needs.
Emp. Review Form	Default: **REV** This is the name of the form that will be used when printing the employee reviews. This may be the name of the form supplied with the Payroll system, or the name of a custom form that you may have had designed. Below is the name of the standard white paper form that comes as the default for the system. REV - Plain 8 1/2" by 11" paper form.
GL Journal #	Default: 4 – Checking Payroll This number corresponds with the General Ledger default journal number in the General Ledger module. All Payroll transactions will be posted to this journal. You may <click> on the drop down box to select from a menu ***(if you are interactive with General Ledger)***.
Hours Dec. (0-5)	Default: **2** This figure will represent the number of decimal places you wish the system to use during the data entry, display, and calculation of the hours worked for each employee. The default is set to two **(2)** decimal places, with a maximum of five **(5)**. The number of decimal places specified will be used throughout the Payroll System for all references to Hours Worked.
Rate Dec. (0-5)	Default: **2** This figure will represent the number of decimal places you wish the system to use during the data entry, display, and calculation of the hourly rate of pay for each employee. The default is set to two **(2)** decimal places, with a maximum of five **(5)**. The number of decimal places specified will be used throughout the Payroll System for all references to Hourly Pay Rate.
Next Check Number	This is the next check number that will be used when printing payroll checks. If Payroll is integrated with the Check Reconciliation module, the next check number will be found in Accounts Payable under Setup Bank Accounts.
Check Form	This is the name of the check form that will be used when printing checks. See the **Payroll** sections of the *Infinity POWER Supported Forms Reference Manual* for a listing of the standard forms available with these modules and the preprinted forms that are supported by the accounting system. A selection of preprinted forms are available through **DPAForms** and may also be found in the **DPAForms Catalog** included in the Product Kit. They may also be found on the CD-ROM presentation. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used.

	This option may be changed as often as desired. If none of the standard forms fit your particular company's needs, custom modifications are available to configure to your needs. If Payroll in integrated with the Check Reconciliation module, the check form will be found in Accounts Payable under Setup Bank Accounts.
JC Detail Type	Default: Employee Name This number defines the type of detail in which the Job Cost module is configured. When setting up either the Job Cost or Time Billing Main Module, you may specify the use of an additional twenty **(20)** character description field to be used in setting up the project detail information. This is referred to as the ***"Detailed Description"*** in the Job Cost module. Only if the integration to Job Cost is turned on in the Master Configuration of this module, will this option display the following choices. <Click> on the drop down box and a list of choices will appear. The valid choices are: None, Employee Number, Employee Name If you select **"None,"** the system will not use the description to update the Project Detail File. If you select **"Employee Number,"** the system will use the employee number in the form **"EMP:XXX,"** where the Xs will be the employee number to update the Project Detail File. If you select **"Employee Name,"** the system will use the first twenty **(20)** characters of the employee name as the description to update the Project Detail File.
Direct Deposit Form	This is the name of the Direct Deposit form that will be used when printing checks/stubs.
Checking Account	If you are integrated with the Check Reconciliation module, you will be able to enter a Checking Account number to use for Payroll. This Checking Account will use the form name defined on the Bank Account associated with this Checking Account.

G/L Accounts

The General Ledger Accounts screen will display the data items necessary for configuring your default General Ledger accounts. There are two columns of accounts. The first column is for the expense account and the second column is for the payable, or accrual account. Some of the data items will use one or the other and some will use both columns. If you are interactive with General Ledger, you may use the space bar to blank the existing account from the data item and then <click> the **Down Arrow** ***(F2 by default)*** to scroll through the General Ledger account file to make your selection.

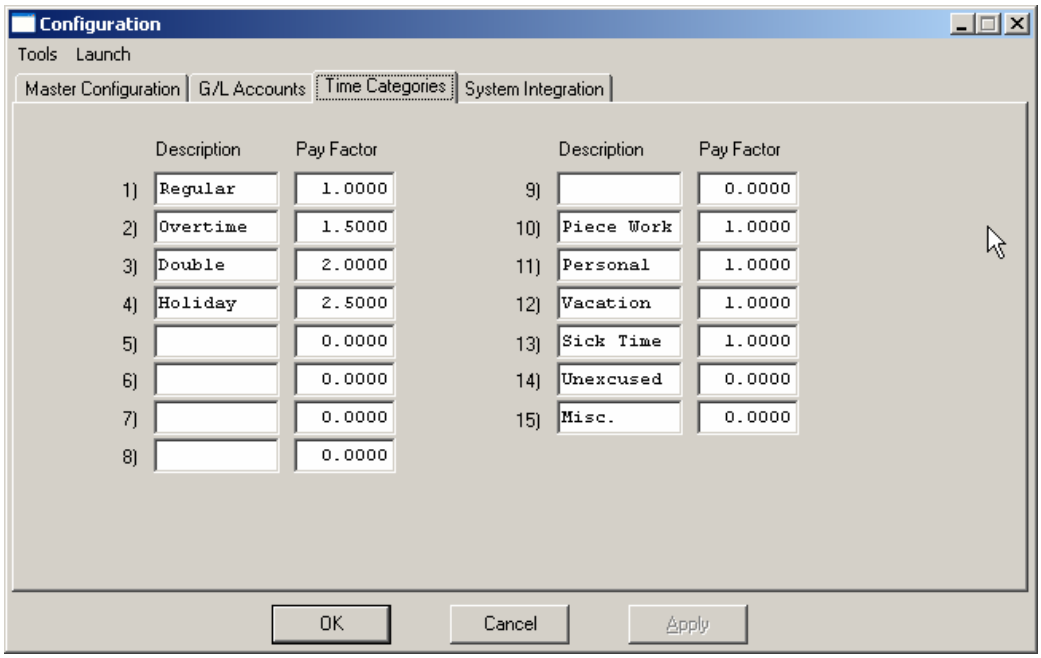


S.S. Account - Employer	Default: 95100 & 33100 There are two fields for this data item. The first field is for the expense account for the employer's portion of Social Security Taxes, excluding the Medicare portion. The second field is for the Accounts Payable, or accrual, account for the employer's portion of Social Security Taxes, excluding the Medicare portion.
S.S. Account - Employee	Default: **33100** This field is for the accrued payable account used for the employee's portion of Social Security Taxes, excluding the Medicare portion.
Medi Account Employer	Default: **95100** & **33100** There are two fields for this data item. The first field is for the expense account for the employer's portion of the Medicare Taxes. The second field is for the Accounts Payable, or accrual, account for the employer's portion of the Medicare Taxes.
Medi Account Employee	Default: **33100** This field is for the accrued payable account used for the employee's portion the Medicare Taxes.
Wages & Salaries Account	Default: **60100** This field is for the default expense account used for normal wages and salaries.
Payroll Cash Account	Default: **03100** This field is for the payroll cash account that will be used. This account is an asset but it will still be located under the **"Expense"** column.

FUTA Account	Default: **95200** & **37100** There are two fields for this data item. The first field, under the expense column, is for the default FUTA expense account. The second field, under the accrued payable column, is for the FUTA Payable account.
SUTA Account	Default: **95200** & **37200** There are two fields for this data item. The first field, under the expense column, is for the default SUTA expense account. The second field, under the accrued payable column, is for the SUTA Payable account.
Main Earnings Account	Default: **60100** This field is for the default earnings expense account. This account will be the default for earnings other than salaries and wages *(e.g., Bonuses, Tips, Commissions, etc.).*
Main Deduction Account	Default: **37400** This field is for the default deductions expense account. This account will be the default for payroll deductions.
Dept. OH Expense Credit	Default: **95000** There is one field for this data item under the **"Expense"** column. This field is for the credit account of overhead expenses that have been allocated to departments.
Interdepartment Account	Default: **60000** There is one field for this data item under the **"Expense"** column. This field is for the inter-department account that will be used as the debit of expenses to departments and the offsetting credit to the main company.

Time Categories

The Time Category screen allows you to define the time category descriptions and factors that you may need. These time categories will be used to display the type of hours that are being entered ***(Regular, Overtime, etc.)*** and to calculate the hourly rate for hourly employees.



There are fifteen time categories that may be defined, however, eleven through fifteen are handled by the system in a special way. These are referred to as personal time and each time they are used will **"count down"** the personal time balances specified for the employee. These personal time categories allow you to allocate hours to each employee for such things as vacation time, personal time, etc. The system will then deduct the hours entered from the **"Personal Time Balance"** fields.

Personal time balances may be defined when setting up the employee through the **"Personal Time Balance"** data item, or through the ***"Record Accrued Personal Time"*** option in the Enter Transactions menu. Time category ten is used by the system to indicate piece work type pay. The number of **"pieces"** should be entered instead of hours and the system will not consider this as hours during the calculations and updates.

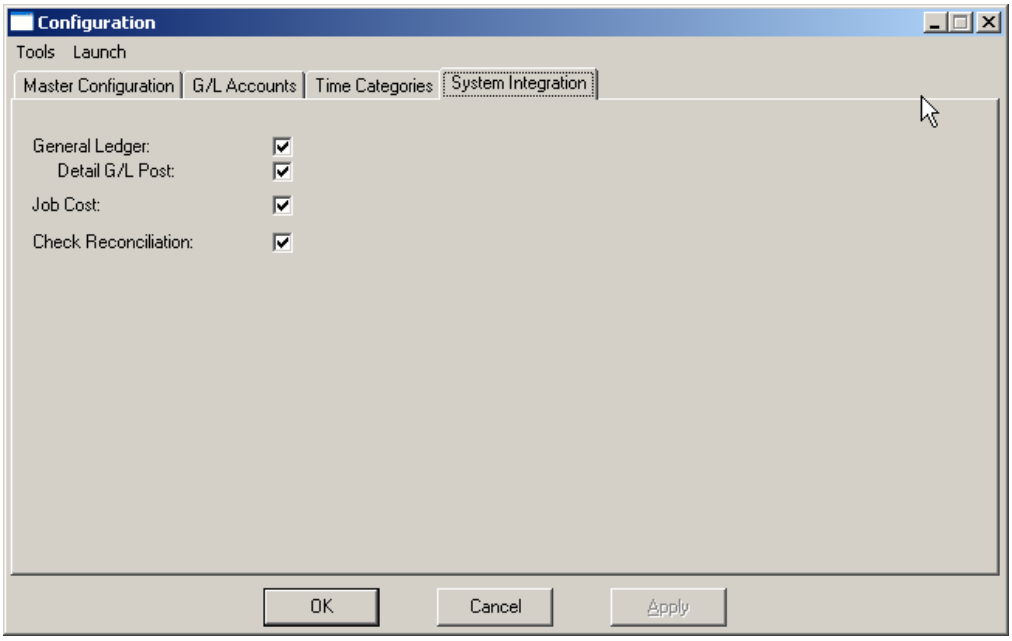
The default time category description and factors are listed below.

Description	Factor
1) Regular	1.0000
2) Overtime	1.5000
3) Double	2.0000
4) Holiday	2.5000
5-9)	Blank
10) Piece Work	1.0000
11) Vacation	1.0000
12) Sick Time	1.0000
13) Personal	1.0000
14) Unexcused	0.0000
15) Misc.	0.0000

System Integration

Indicate by <clicking> on the checkbox for each system, if your system will be integrating with **General Ledger, Job Cost Main Module** or **Check Reconciliation**. These are the only modules that Payroll actively updates.

- **General Ledger**
- **Detail (Y/N)**
- **Job Cost**
- **Check Reconciliation**



If the "Detail (Y/N)" option is left blank, the Payroll information posted to General Ledger will be in a summary format showing the total amounts allocated to the various payroll account numbers set up in the Master Configuration.

The option to "Detail (Y/N)" allows you to post all Payroll transactions into the General Ledger in detail rather than in a summary format. If this is checkbox is <clicked> on, each transaction will be posted into General Ledger with all associated information including Employee Name, Check Number, Transaction Date, Check Amount, and much more.

The advantage of posting in detail to General Ledger is the enhanced audit information that will be stored. However, posting in detail will require the file sizes for the General Ledger transactions to be increased, as the posting information could be quite large.

If you want to be able to use the Direct Deposit feature, you must be integrated with the Check Reconciliation module and have an **EFT** Processor set up and associated with the Bank Account you are using for Payroll which processes **ACH** transactions.

NOTE

The Payroll module is automatically integrated with the Time Sheet Entry module **(if both modules are loaded on the computer)**.

<Click> on the **"OK"** button to validate or assume the default settings for the Payroll Configuration.

MAINTAIN DATA FILES (PR0422)

This option includes both **"Pack"** and **"Re-Index"** utilities to manage your Payroll files after a hardware or media failure or to remove any items marked for deletion from your data files. You should **NOT** rely on the **"Pack"** option to replace backups. Your backup procedures should include daily backups and weekly off-site backups.

There are several situations in which the Pack option need be accessed.

Power *(hardware)* failure.
Media Error *(bad disk)*
Remove records marked for deletion

You are then given the options to **"Pack"** or **"Re-Index"** that data file. **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen

while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a Pack procedure. Before you execute the Pack option, check the file size of your Payroll files at the operating system level. The system will sort the current **"out of index"** file into a new **"indexed"** file before deleting the old file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only re-organize undamaged data within your files. Therefore, you should carefully audit all information after executing this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- **Employee File**
- **Current Pay Data File**
- **Transaction File**
- **Transaction Detail File**
- **Historical File**
- **Department File**
- **Special Pay Type File**
- **Tax Table File**
- **Employee Comments File**
- **Workers Comp. File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Unselect All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition. There is also a button, **"Details,"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage.

Results:

All records in all or specified Payroll files will be packed or re-indexed.

START NEW YEAR'S DATA FILE (PR0423)

This option starts up your Payroll files for the new calendar year. Before executing this option, you should make multiple copies of the old year's files for archival purposes. When you start the files for a new fiscal year, the following files are copied into or created for the new year:

- **Employee File (coPR1cy.dbf)**
- **Transaction File (coPR2cy.dbf)**
- **Transaction Detail File (coPRCcy.dbf)**
- **Department File (coPR3cy.dbf)**

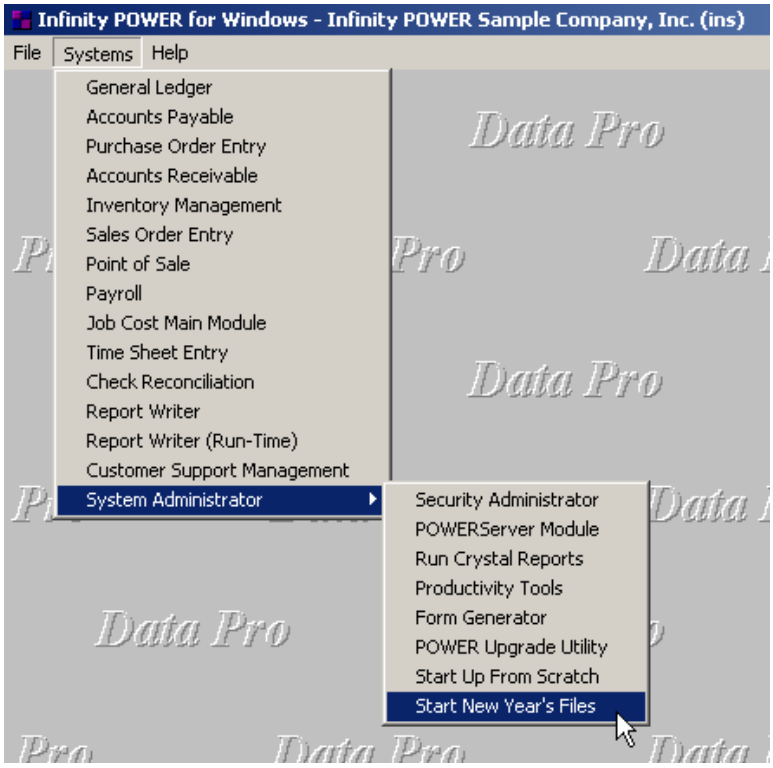
- **Historical File (coPRMcy.dbf)**
- **Workers Compensation File (coPR7cy.dbf)**

After you create the files for the new year, you may process in both years simultaneously. All transaction activity for each year will be tracked independently. In addition, you must be careful to make any overhead changes, such as changing a employee's address, to the most current year ***(or to both years)***. This overhead restriction is only applicable on the files listed above. All historical dollar and hours information will be cleared out of the new year's data files. In addition, all employees with a **"Terminated Status"** ***(status number 3 or above)***, will not be copied forward into the new year.

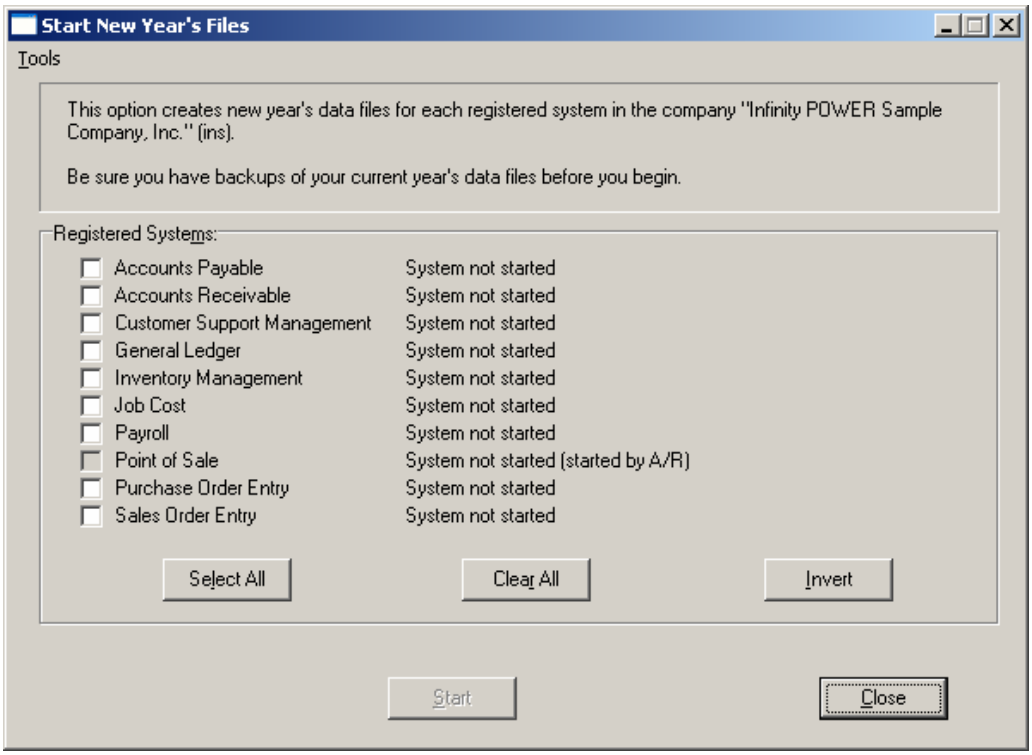
NOTE

Because of government W-2 reporting requirements, Payroll must be maintained on a calendar year, regardless of the company's fiscal year end. The new year in Payroll must be started after the close of business on December 31. Because this procedure does not clear out information in the old year, the new year may be started and payroll processed prior to printing last year's W-2s. When your W-2s are ready to be printed, change the date to December 31 of the old year and print the W-2s.

To select this option, you will go to **"Systems"** from the Menu Bar and select **"System Administrator."** The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. ***You must also be in the last fiscal period (month) of the year before you can execute this option***.


Start New Year's Files
Tools
This option creates new year's data files for each registered system in the company "Infinity POWER Sample Company, Inc." (ins).
Be sure you have backups of your current year's data files before you begin.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Customer Support Management System not started
General Ledger System not started
Inventory Management System not started
Job Cost System not started
Payroll System not started
Point of Sale System not started (started by A/R)
Purchase Order Entry System not started
Sales Order Entry System not started
Select All
Clear All
Invert
Start
Close

If you are in any other period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to **"Start New Year's Files."** Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the **"Select All"** button which will highlight all Registered Systems. Or, you may choose the **"Clear All"** button to undo your choices. The **"Invert"** button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

General Ledger, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to **"Bring Balances Forward"** into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year's Files for and <click> on the **"Start"** button. The program will create the new year's data files. The system will show a message next to each module stating **"System already started."** The bottom of the screen will show **"Processing Completed."**

<Click> on the **"Close"** button to return to the Menu Bar.

Results:

Files Copied to or Created for the New Year.

- **Employee File (coPR1cy.dbf)**
- **Transaction File (coPR2cy.dbf)**
- **Transaction Detail File (coPRCcy.dbf)**
- **Department File (coPR3cy.dbf)**
- **Historical File (coPRMcy.dbf)**
- **Workers Compensation File (coPR7cy.dbf)**

MAKE COMPLETE DATA BACKUPS

Make sure that as you are adding more and more information to your system that you are making complete data backups as you go. The file naming structure is designed to allow you to copy data files only, very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that ***"careless disregard"*** for making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

1) Hardware Failure of any kind (such as a hard disk failure)

2) Power Failure or Fluctuations) Improper Execution of certain operating system commands

3) Careless Handling of Data Disks (such as copying files the wrong direction)

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure. Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you ***"normally"*** work on your files.

Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set #1 may read Monday, disk set #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week.

Therefore, if a problem were to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files. Of course the entries made during the last week may be lost, but that is better than many months or years worth of input.

To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number *(Week #1)* and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files.

Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again. This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information.

Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those DOS users with tape backup systems, it is still highly recommended that floppy disk backups be made occasionally ***(at least monthly)*** in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing.

The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man hours over time. This is a large investment that should be safeguarded at all times.

These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment. For further information on Backup Procedures and commands, refer to either the System Administrator, ***(under Combination Keys)*** or the documentation for your operating system.

This page intentionally left blank.

CHAPTER 3 ENTER TRANSACTIONS

This section discusses the different ways transactions may be entered into the **Payroll** module. These procedures include single and rapid employee pay data entry, printing the check summary, printing the checks, writing a single check, voiding checks, recording accrued personal time, and entering employee comments. These options should not be performed until the initial set up has been completed.

SINGLE EMPLOYEE ENTRY (PR0101)

This option allows you to enter all pay information for individual employees. This option should be used to enter or change the current pay data for a single employee. Normally, the option ***"Rapid Employee Entry"*** will be used to enter the majority of your pay data. For single employee checks or changes, this option is provided. When you select this option, the system will prompt you for the employee number. Enter the employee number or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the employee file to make your selection.

Once you have selected the employee, a screen will be displayed showing the employee name and number, the normal pay rate and hours, the home department, and the pay cycle. There is also three Pay Information items, which will allow you to change the default pay information. The data items are described on the following pages.

Pay	This data item indicates to the system whether or not the employee is to be paid on this payroll cycle. The default value is with the checkbox <clicked> on. If you have the checkbox <clicked> on, this employee will be paid on this pay cycle. If you leave the checkbox blank, the employee will not be paid until the pay data for this employee is re-entered. By leaving the checkbox blank, the employee will not be included in this pay cycle.
Hours	The **"Hours"** button allows you to change the default hours, pay rates, WC Class, and department allocation. The system will display another screen, which will allow you to change all of the default values. The default pay information will be the Home Department, Normal Hours, WC Class, and Normal Base Rate set up in the employee's master file. If you have already entered the pay data for this cycle, those values will be retained as the defaults. This screen is a scrolling window, which allows you to enter up to twenty **(20)** different pay rates, hour types, hours, WC Classes, project and cost code allocations, and/or departments. If the employee is hourly, each pay rate will be multiplied by the number of hours to calculate the total pay. If the employee is salaried, the salary amount will always remain the same but will be distributed between the departments or hour types by the percentage of hours on each line. For salaried employees, you may enter a bonus check by entering zero hours ***(which calculates a zero salary distribution)***, and then enter a special pay type for the bonus amount. <Clicking> on the **"Hours"** button will allow you to enter the necessary data items for each detail line of input. They are discussed in the following items in this table.

Hours Type	This data item contains the hour type ***(time category)*** for this line of input. The time categories are those you have set up in the Master Configuration. You may <click> on the pull down menu to choose from the fifteen available time categories. After you make your selection, the time category description will be displayed below this data item. If the employee is hourly, the time category factor for this type will be used to calculate the hourly rate from the employee's base rate. The adjusted hourly rate will equal the normal hourly rate multiplied by the factor. So an hourly rate of **$10.00** with a factor of **1.500** will provide an adjusted hourly rate of **$15.00**. If the category is **11-15**, the hours entered will be subtracted from the employee's personal time balances that have been defined.
Job?	This data item indicates whether or not you wish to allocate the employees hours and pay to project or job. If the Job Cost interaction has been turned off in the Master Configuration, you will not be allowed to access this data item. If you leave the checkbox blank, the system will assume that the pay will be allocated to a department or to the main company, if the departmental feature is not turned on. If you <click> on the checkbox, the system will assume the pay will be allocated to a project and you must enter a project number and a cost code.
Dept./Job	This data item will be turned off if the department breakdown and Job Cost integration in the Master Configuration is turned off. This data item either contains the department number of the department that you would like to allocate the wages to or the project number in which you want to allocate expenses to. If you have left the checkbox blank on the "**Job?"** you may enter the department number or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the department file to make your selection. The department description will be displayed below this data item. If you have <clicked> on the "**Job?"** checkbox, you must enter an existing project number that has been set up in the Job Cost module. You may <click> the **Down Arrow** ***(F2 by default)*** to scroll through the project file to make your selection. The project description will be displayed below this data item.
Cost Code	This data item will be turned on only when the wages are being allocated to a project. This data item contains the project code number that the wages will be allocated to within the selected project. You must enter a valid project code, or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the file to make your selection. Once the project code is selected, the system will set the detail level from the **"JC Detail Type"** in the Master Configuration and search for the project detail. In the Job Cost configuration, you may configure the system to require the detail to be set up before any costs may be allocated to the Project ***(Require Cost Budget?)*****.** If so, the system will give you a warning **"Invalid Project Code,"** if you do not select a valid project code. If you do not require the detail to be set up with a budget, the system will display a window that indicates the detail was not set up and asks you if you wish to add the new entry to the project. If you answer **(Y)**es, the system will allow you to continue and will add the detail to the project when the check is printed. The Project Code description will be displayed below the data item over the project description.

W.C.	This data item contains the workers' compensation class for the type of work that was performed. This item will not be displayed if the feature **"Allow Workers' Comp. Class"** in the Master Configuration is turned off. The default value will be the default WC Class set up in the employee's master file. You may accept this WC Class or press the space bar to blank the field and then press **ENTER** to scroll through the WC Class file to make your selection. For hourly employees, if you choose a WC Class that has a predefined pay rate set up, the system will use this rate instead of the employee's hourly rate.
Hours	This data item contains the number of hours for this hour's type or project/department. For hourly employees, the number of hours entered will be multiplied by the pay rate to calculate the amount of wages. For salaried employees, the system will perform the percentage breakdown calculations as described in the pay rate discussion of this section. The **"Total Hours"** field will keep track of the hours that have been distributed. This makes it easier for you to determine when an employee has reached the point where you need to allocate overtime rates instead of regular pay rates.
Rate	This data item will be turned off if the feature **Override Pay Rates** in the Master Configuration is turned off or if the employee is salaried. For hourly employees, this value will be the base hourly rate ***(or WC Class rate)*** multiplied by the pay factor of the type of time category for this line of input. For salaried employees, the system will perform a special calculation. The hours for all lines of input will be added to calculate the total number of hours worked. The hours for each line of input will then be used to calculate the percentage of hours for each line. This percentage will then be multiplied by the salary to determine the amount of the salary for each line. This allows you to immediately visualize the salary breakdown by department or hour's type. You may enter zero hours to force the calculation of zero salary to enter a ***"bonus only"*** type check.
Amount	This data item contains the amount of wages for this hour's type or department. You will not be allowed to change this value. It is used for calculation and display purposes only. For hourly employees, this value will be the pay rate multiplied by the number of hours. For salaried employees, this value will be the salary distribution calculated and displayed in the **Rate** data item.

When you have completed the entry of detail hours for this employee, <click> on the **Save** button to return to the main screen. If there has been any Special Pay Types assigned to this employee and you are using the **special** calculation methods ***(Hour Ext & Gr Wage %),*** the system will automatically recalculate these Special Pay Type amounts when you save this information.

<Clicking> on the **Pay Types** button will allow you to enter ***Special Pay Type*** information for this employee for this paycheck.

You may use this option to change any existing earnings or deductions or add a new earning or deduction. For example, you may need to add a temporary ***(one time only)*** bonus amount.

The system will display another screen which will allow you to change all of the current values. These special pay types may also be changed while setting up the employee. If you have turned on the feature ***"Allow VOT Calculations"*** in the Master Configuration and the first character of the first special pay type is the letter **"V,"** the system will automatically calculate the overtime pay for this employee.

This is based on the U.S. Department of Labor formula for computing **Extra Half-Time for Overtime**. The formula calculating the overtime pay is **(Form: WH-134)**:

$$\frac{\text{Gross Earnings}}{\text{Total Hours}} \times \text{Overtime Hours} \times 2$$

For each special pay type that you want to set up, you may enter the special pay type number or <click> the **Down Arrow *(F2 by default)*** to scroll through the Special Pay Type file to make your selection. Select the special pay type, and <click> "**OK**."

WC	If you have turned on the feature to **"Allow Workers' Comp. Class?"** in the Master Configuration, your cursor will be positioned in this field; otherwise this field will not appear. This **"checkbox"** field allows you to classify whether certain earnings, ***(such as bonuses, commissions, etc.)*** should be used in calculating the Workers' Compensation liabilities. The WC class will be updated if you <click> **"on"** this checkbox as the default WC class for the employee. Press **TAB** to move to the **"amount"** field.
Amount	This field contains the actual amount of the special pay type. This will be the amount of the deduction, extra earning, additional FIT, etc. You may change, or remove this amount. When you have entered the necessary special pay types for this employee, <click> on the **"Save"** button to validate this screen.

Additional Pay Calculations

There are also two calculation methods ***(Hour Ext & Gr Wage %)*** that may be used while you are changing these special pay types. These buttons allow the quick calculation of amounts based on either a rate per hour worked or percentage of gross wages. These keys are discussed in the following section: This feature may be extremely useful in performing payroll calculations for companies required doing **"union"** calculations and reporting.

Hourly Extension	This function allows you to calculate an earning or deduction amount based on the number of hours worked times a dollar amount per hour. You should enter the dollar amount per hour in the **"Amount"** data field and then, <click> on the **"Hour Ext"** button. The system will calculate the total number of hours, multiply this by the amount per hour entered, and place the result in the **"Amount"** data field for this special pay type. Keep in mind, this may be established automatically by setting the **"Type"** for each Special Pay Type in the Employee's Master File. If so, this procedure is not required to have the calculation automatically performed.
Gross Wage %	This function allows you to calculate an earning based on a percentage of the gross wages. You should enter the percentage in the **"Amount"** data field and then, <click> on the **"Gr. Wage %"** button. The system will calculate the total gross wages, multiply this by the percentage entered, and place the result in the **"Amount"** data field for this special pay type. Keep in mind, this may be established automatically by setting the **"Type"** for each Special Pay Type in the Employee's Master File. If so, this procedure is not required to have the calculation automatically performed.

After you have entered all of the necessary pay information for the employee, <click> on the **Save** button to validate. At this point you may edit any of the information, <click> on the **Cancel** button to exit from this employee without validating, or <click> on the **Save** button to validate. After you have validated, the system will perform all pay and tax calculations and display another window, which shows you the summarized pay information.

This summary information includes the amounts for Normal Earnings, Additional Earnings, Non-Cash Earnings, Deductions, Total Tax Amount, Total FICA Amount, Net Check Amount, weeks worked, and the breakdown of tax amounts by tax table. You may <click> on the **Save** button to validate and save the pay information, or you may change the tax amounts that have been calculated for each of the tax tables set up for this employee, the weeks worked, and the FICA amount.

This allows you to override the calculated tax amounts for FIT, SIT, LIT, FICA, and/or weeks worked, if necessary. You will be allowed to change the FICA amount only if you turned on the feature ***"Allow Override of FICA"*** in the Master Configuration. <Click> on the **Save** button to validate and the pay information will be updated for the employee and then you will be asked for the next employee.

NOTE

No historical information will be updated until after you have printed pay checks.

Results:

coPR1cy.dbf - Employee File
- Current Pay Data updated

coPRB.dbf – Current Pay Cycle File
- Current Pay Data updated

RAPID EMPLOYEE ENTRY (PR0102)

This option allows you to rapidly input all pay information for employees within a specified pay cycle. Employees will be automatically retrieved by department, in alphabetic or numeric order.

This option will normally be used to enter most of the current pay data. Select the range of the employees to include and then select the pay cycle to run or choose **"all"** for all pay cycles. The default pay cycle will be the default set up in the Master Configuration. The system will then prompt you to answer two questions. **Assume the default pay for Salaried Employees** and **Assume the default pay for Hourly Employees.**

The first question allows you to specify whether you want to use the default pay information for all **"Salaried"** employees. By <clicking> on the checkbox, the system by-passes the procedure that would require you to verify each employees pay data for each check run. If you know there are no changes to be made to any of the employees selected in this range, turning on this option will save you time. If there are changes to be made, then leave this checkbox blank.

The second question allows you to specify whether you want to use the default pay information for all **"Hourly"** employees. By <clicking> on the checkbox, the system by-passes the procedure that would require you to verify each employees pay data for each check run. If you know there are no changes to be made to any of the employees selected in this range, turning on this option will save you time. If there are changes to be made, then leave this checkbox blank.

If you <click> **on** both questions, the system will calculate the current pay data for all employees in the file automatically and you can then proceed to print the ***"Check Summary Report"*** to verify the pay data information. If you leave either question blank, then the following procedures will apply.

Based on the employee range, department mask, and pay cycle selected, the system will display each employee, allow pay data changes, and then after validation, display the next employee. This procedure allows you to very quickly enter the pay data for a large number of employees.

As each employee is displayed, you may press **ENTER** to accept the default pay data or edit the pay information. If you choose to edit the default pay information, there are three data items that you may use.

These data items are described on the following pages.

Pay	This data item indicates to the system whether or not the employee is to be paid on this payroll cycle. The default value is with the checkbox <clicked> on. If you have the checkbox <clicked> on, this employee will be paid on this pay cycle. If you leave the checkbox blank, the employee will not be paid until the pay data for this employee is re-entered. By leaving the checkbox blank, the employee will not be included in this pay cycle.
Hours	The **"Hours"** button allows you to change the default hours, pay rates, WC Class, and department allocation. The system will display another screen, which will allow you to change all of the default values. The default pay information will be the Home Department, Normal Hours, WC Class, and Normal Base Rate set up in the employee's master file. If you have already entered the pay data for this cycle, those values will be retained as the defaults. This screen is a scrolling window, which allows you to enter up to twenty **(20)** different pay rates, hour types, hours, WC Classes, project and cost code allocations, and/or departments. If the employee is hourly, each pay rate will be multiplied by the number of hours to calculate the total pay. If the employee is salaried, the salary amount will always remain the same but will be distributed between the departments or hour types by the percentage of hours on each line. For salaried employees, you may enter a bonus check by entering zero hours ***(which calculates a zero salary distribution)***, and then enter a special pay type for the bonus amount. <Clicking> on the **"Hours"** button will allow you to enter the necessary data items for each detail line of input. They are discussed as follows:
Hours Type	This data item contains the hour type ***(time category)*** for this line of input. The time categories are those you have set up in the Master Configuration. You may <click> on the pull down menu to choose from the fifteen available time categories. After you make your selection, the time category description will be displayed below this data item. If the employee is hourly, the time category factor for this type will be used to calculate the hourly rate from the employee's base rate. The adjusted hourly rate will equal the normal hourly rate multiplied by the factor. So an hourly rate of **$10.00** with a factor of **1.500** will provide an adjusted hourly rate of **$15.00**. If the category is **11-15**, the hours entered will be subtracted from the employee's personal time balances that have been defined.
Job?	This data item indicates whether or not you wish to allocate the employees hours and pay to project or job. If the Job Cost interaction has been turned off in the Master Configuration, you will not be allowed to access this data item. If you leave the checkbox blank, the system will assume that the pay will be allocated to a department or to the main company, if the departmental feature is not turned on. If you <click> on the checkbox, the system will assume the pay will be allocated to a project and you must enter a project number and a cost code.
Dept./Job	This data item will be turned off if the department breakdown and Job Cost integration in the Master Configuration is turned off. This data item either contains the department number of the department that you would like to allocate the wages to or the project number in which you want to allocate expenses to. If you have left the checkbox blank on the "**Job?"** you may enter the department number or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the department file to make your selection. The department description will be displayed below this data item. If you have <clicked> on the "**Job?"** checkbox, you must enter an existing project number that has been set up in the Job Cost module. You may <click> the **Down Arrow** ***(F2 by default)*** to scroll through the project file to make your selection. The project description will be displayed below this data item.

Cost Code	This data item will be turned on only when the wages are being allocated to a project. This data item contains the project code number that the wages will be allocated to within the selected project. You must enter a valid project code, or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the file to make your selection. Once the project code is selected, the system will set the detail level from the **"JC Detail Type"** in the Master Configuration and search for the project detail. In the Job Cost configuration, you may configure the system to require the detail to be set up before any costs may be allocated to the Project ***(Require Cost Budget?).*** If so, the system will give you a warning **"Invalid Project Code,"** if you do not select a valid project code. If you do not require the detail to be set up with a budget, the system will display a window that indicates the detail was not set up and asks you if you wish to add the new entry to the project. If you answer **(Y)**es, the system will allow you to continue and will add the detail to the project when the check is printed. The Project Code description will be displayed below the data item over the project description.
W.C.	This data item contains the workers' compensation class for the type of work that was performed. This item will not be displayed if the feature **"Allow Workers' Comp. Class"** in the Master Configuration is turned off. The default value will be the default WC Class set up in the employee's master file. You may accept this WC Class or press the space bar to blank the field and then press **ENTER** to scroll through the WC Class file to make your selection. For hourly employees, if you choose a WC Class that has a predefined pay rate set up, the system will use this rate instead of the employee's hourly rate.
Hours	This data item contains the number of hours for this hour's type or project/department. For hourly employees, the number of hours entered will be multiplied by the pay rate to calculate the amount of wages. For salaried employees, the system will perform the percentage breakdown calculations as described in the pay rate discussion of this section. The **"Total Hours"** field will keep track of the hours that have been distributed. This makes it easier for you to determine when an employee has reached the point where you need to allocate overtime rates instead of regular pay rates.
Rate	This data item will be turned off if the feature **Override Pay Rates** in the Master Configuration is turned off or if the employee is salaried. For hourly employees, this value will be the base hourly rate ***(or WC Class rate)*** multiplied by the pay factor of the type of time category for this line of input. For salaried employees, the system will perform a special calculation. The hours for all lines of input will be added to calculate the total number of hours worked. The hours for each line of input will then be used to calculate the percentage of hours for each line. This percentage will then be multiplied by the salary to determine the amount of the salary for each line. This allows you to immediately visualize the salary breakdown by department or hour's type. You may enter zero hours to force the calculation of zero salary to enter a ***"bonus only"*** type check.
Amount	This data item contains the amount of wages for this hour's type or department. You will not be allowed to change this value. It is used for calculation and display purposes only. For hourly employees, this value will be the pay rate multiplied by the number of hours. For salaried employees, this value will be the salary distribution calculated and displayed in the **Rate** data item.

When you have completed the entry of detail hours for this employee, <click> on the **Save** button to return to the main screen. If there has been any Special Pay Types assigned to this employee and you are using the **special** calculation methods ***(Hour Ext & Gr Wage %),*** the system will automatically recalculate these Special Pay Type amounts when you save this information.

<Clicking> on the **Pay Types** button will allow you to enter ***Special Pay Type*** information for this employee for this paycheck.

You may use this option to change any existing earnings or deductions or add a new earning or deduction. For example, you may need to add a temporary ***(one time only)*** bonus amount.

The system will display another screen which will allow you to change all of the current values. These special pay types may also be changed while setting up the employee. If you have turned on the feature ***"Allow VOT Calculations"*** in the Master Configuration and the first character of the first special pay type is the letter **"V,"** the system will automatically calculate the overtime pay for this employee.

This is based on the U.S. Department of Labor formula for computing **Extra Half-Time for Overtime**. The formula calculating the overtime pay is **(Form: WH-134)**:

$$\frac{\textbf{Gross Earnings}}{\textbf{Total Hours}} \times \frac{\textbf{Overtime Hours}}{\textbf{2}}$$

For each special pay type that you want to set up, you may enter the special pay type number or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the Special Pay Type file to make your selection. Select the special pay type, and <click> "**OK**."

WC	If you have turned on the feature to **"Allow Workers' Comp. Class?"** in the Master Configuration, your cursor will be positioned in this field; otherwise this field will not appear. This **"checkbox"** field allows you to classify whether certain earnings, ***(such as bonuses, commissions, etc.)*** should be used in calculating the Workers' Compensation liabilities. The WC class will be updated if you <click> "**on**" this checkbox as the default WC class for the employee. Press **TAB** to move to the **"amount"** field.
Amount	This field contains the actual amount of the special pay type. This will be the amount of the deduction, extra earning, additional FIT, etc. You may change, or remove this amount. When you have entered the necessary special pay types for this employee, <click> on the "**Save**" button to validate this screen.

Additional Pay Calculations

There are also two buttons ***(Hour Ext. and Gt. Wage %)*** that may be used while you are changing these special pay types. These buttons allow the quick calculation of amounts based on either a rate per hour worked or percentage of gross wages. These buttons are discussed in the following section: This feature may be extremely useful in performing payroll calculations for companies required to do **"union"** calculations and reporting.

Hourly Extension	This function allows you to calculate an earning or deduction amount based on the number of hours worked times a dollar amount per hour. You should enter the dollar amount per hour in the **"Amount"** data field and then, instead of pressing **TAB**, <click> the **Hour Ext.** button. The system will calculate the total number of hours, multiply this by the amount per hour entered, and place the result in the **"Amount"** data field for this special pay type. Keep in mind, this may be established automatically by setting the **"Type"** for each Special Pay Type in the Employee's Master File. If so, this procedure is not required to have the calculation automatically performed.

Gross Wage %	This function allows you to calculate an earning based on a percentage of the gross wages. You should enter the percentage in the **"Amount"** data field and then, instead of pressing **TAB**, <click> the **Gr. Wage %** button. The system will calculate the total gross wages, multiply this by the percentage entered, and place the result in the **"Amount"** data field for this special pay type. Keep in mind, this may be established automatically by setting the **"Type"** for each Special Pay Type in the Employee's Master File. If so, this procedure is not required to have the calculation automatically performed.

After you have entered all of the necessary pay information for the employee, the system will ask you to <click> on the **"Save"** button to validate. At this point you may edit any of the information, <click> **"Cancel"** to exit from this employee without validating, or <click> on **"Save"** to validate. After you have validated, the system will perform all pay and tax calculations and display another window which shows you the summarized pay information.

This summary information includes the amounts for Normal Earnings, Additional Earnings, Non-Cash Earnings, Deductions, Total Tax Amount, FICA Amount, Net Check Amount, weeks worked, and the breakdown of tax amounts by tax table. You may <click> **"Save"** to validate and save the pay information, or you may change the tax amounts that have been calculated for each of the tax tables set up for this employee, the weeks worked, and the FICA amount.

This allows you to override the calculated tax amounts for FIT, SIT, LIT, FICA, and/or weeks worked, if necessary. You will be allowed to change the FICA amount only if you have specified **(Y)**es to the feature ***"Allow Override of FICA"*** in the Master Configuration. <Click> **"Save"** to validate and the pay information will be updated for the employee and then you will be asked for the next employee.

NOTE

No historical information will be updated until after you have printed pay checks.

Results:

coPR1cy.dbf - Employee File
- Current Pay Data Updated

coPRB.dbf – Current Pay Cycle File
- Current Pay Data updated

PRINT CHECK SUMMARY (PR0104)

This option allows you to print a complete audit trail of all pay data and tax calculations for each employee with current pay data set up. This option will print a report showing the detail of all of the current pay data that was entered for this pay cycle. This is the report that should be used to verify the current pay data and/or Direct Deposit pay data that was entered. When you select this option, the system will ask you for the range of employees to include. The system will then prompt you for the beginning and ending date of the pay cycle and, the pay cycle to run or all pay cycles. You may optionally, enter a department mask. You will then be asked to select the type of checks to print. There are three **(3)** choices you may choose from:

Employees Receiving Checks
Employees Receiving Direct Deposit Stubs
All Employees Selected

<Click> on the "**Start"** button and the system will then ask you for the starting check number ***(which will default to the next check number set up in the master configuration or if integrated to Check Reconciliation in the Set Up Bank Accounts option in Accounts Payable)***, leave the default check number or enter a new beginning check number.

Finally, choose whether to include an **"Account Summary"** at the end of the report which breaks down all of the General Ledger postings that will occur once this Payroll cycle is completed. This is optional each time the report is run. Therefore, you may not want to include this level of detail while you are analyzing pay data entry. However, once completed, you may want a final draft that includes everything, including the Account Summary. Then, <click> on the "**Start"** button to begin printing the report.

The system will then print a report showing the current pay data summary and detail information for each employee selected. The employees printed will be those in the employee range selected, those whose home department matches the department mask, those whose pay cycle matches the selected pay cycle, those whose have current pay data, and those who match the criteria selected for the type of checks to print.

The exception to this is if you may have used the automatic calculation for employee pay data and are now just being able to review the employee pay data for this payroll cycle. Any employee whose pay information results in a **"negative check amount"** will **not** appear on this report or will be included in the pay run.

NOTE

No historical information will be updated until after you have printed paychecks.

Field Names:

Summary Information

- Employee Name and Number
- Home Department
- Normal Earnings
- Additional Earnings
- Non-Cash Earnings
- Deductions
- Total Taxes
- Social Security
- Medicare
- Net Check
- Check Number

Detail Information

Hours Breakdown:

- Department/Project
- Hours Type
- Hours
- WC Class
- Rate
- Amount

Special Pay Type Breakdown

- Code
- Amount

Tax Table Breakdown

- Tax Table Number
- Tax Amount
- Totals
- Total Hours by Type

Direct Deposit Brea

Employee's Bank Account Number
- Employee's Routing Number
- Amount being deposited into the account

Account Summary
- Department
- General Ledger Accounts

Check Summary

Infinity POWER Sample Company, Inc. Page 1
Check Summary (4) 04/28/2006
All Cycles04/17/2006 To 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94313

Conners, Charles S.

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
							grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
ELL-104	GEN. LABOR	$1,080.00	$0.00	$0.00	$299.37	$30.95	$69.34	$680.34	94314

Elliot, Frank

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	5	$13.50	$1,080.00	125	$173.50	FED-M	$30.95
	* Hours Worked:		80.00				401	$43.20	S.S.	$56.20
							grp	$70.00	Medi	$13.14
							den	$12.67		

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
FRA-102	GEN. LABOR	$780.00	$0.00	$0.00	$115.70	$20.30	$57.89	$586.11	94315

Franklin, Albert T.

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$9.75	$780.00	125	$23.20	FED-M	$20.30
	* Hours Worked:		80.00				grp	$92.50	S.S.	$46.92
									Medi	$10.97

** Direct Deposit Information:

Account #	Routing #	Amount
3214568740002156	100000007	$50.00
Net Check Given to Employee		$536.11

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
FRI-109	SALES	$1,000.00	$0.00	$0.00	$184.50	$22.88	$75.20	$717.42	94316

Jack Friedman

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
SALES		1	173.33	9	$1,000.00	$1,000.00	125	$17.00	FED-S	$22.88
	* Hours Worked:		173.33				grp	$117.50	S.S.	$60.95
							LIF	$50.00	Medi	$14.25

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
GOR-107	ADMIN	$760.00	$0.00	$0.00	$274.77	$40.88	$48.56	$395.79	94317

Gordon, Jim

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
ADMIN		1	80.00	9	$9.50	$760.00	125	$125.23	FED-S	$40.88
	* Hours Worked:		80.00				401	$45.60	S.S.	$39.36
							grp	$92.50	Medi	$9.20
							den	$11.44		

Infinity POWER Sample Company, Inc. — Page 2
Check Summary — (4) 04/28/2006
All Cycles04/17/2006 To 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
HAR-101	ADMIN	$2,083.33	$0.00	$0.00	$405.20	$114.65	$143.81	$1,419.67	94318
Harris, Susan									

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
ADMIN		1	173.33	9	$2,083.33	$2,083.33	FIT	$10.00	FED-M	$104.65
	* Hours Worked:		173.33				125	$203.53	S.S.	$116.55
							401	$166.67	Medi	$27.26
							grp	$35.00		

MAG-108	SALES	$1,000.00	$0.00	$0.00	$236.00	$9.73	$63.04	$691.23	94319
Bill Maquire									

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
SALES		1	173.33	5	$1,000.00	$1,000.00	125	$176.00	FED-M	$9.73
	* Hours Worked:		173.33				401	$60.00	S.S.	$51.09
									Medi	$11.95

ROU-103	MANAGEMENT	$4,489.25	$0.00	$0.00	$212.08	$677.21	$334.07	$3,265.89	94320
Rouse, Stan									

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
MANAGEMENT		1	173.33	3	$25.90	$4,489.25	125	$122.30	FED-S	$677.21
	* Hours Worked:		173.33				401	$89.78	S.S.	$270.75
									Medi	$63.32

WRI-105	GEN. LABOR	$840.00	$0.00	$0.00	$124.23	$28.50	$57.97	$629.30	94321
Wright, Ron									

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	9	$10.50	$840.00	125	$82.23	FED-M	$28.50
	* Hours Worked:		80.00				401	$42.00	S.S.	$46.98
									Medi	$10.99

* Totals:	$20,032.58	$0.00	$0.00	$2,504.89	$1,360.60	$1,459.97	$14,707.12

* Total Hours:	1) Regular	1,093.32
	Total	1,093.32

* Number of records printed: 9

Infinity POWER Sample Company, Inc. Page 1
Check Summary (4) 04/28/2006
Account Summary

Account #	Description	Debit	Credit
Main Company:			
11120	Cash in Bank - Payroll		($14,707.12)
23100	FICA Tax Withheld		($2,919.94)
23200	Federal Income Taxes Withheld		($1,109.60)
23450	Accrued Insurance		($947.99)
23500	Accrued FUTA		($19.04)
23600	Accrued SUTA		($64.26)
23800	401K Pension Plan		($927.25)
25400	Accrued State Income Taxes		($251.00)
60000	Inter-Dept. Payroll Transfers	$21,575.85	
60100	Wages and Salaries		($629.65)
60500	OH Expense Allocation		($1,543.27)
75100	FICA Taxes	$1,459.97	
75200	Unemployment Taxes	$83.30	
* Total Debits:		$23,119.12	
* Total Credits:			($23,119.12)
Department: ADMIN			
Total Hours: 253.33			
60000	Inter-Dept. Payroll Transfers		($3,062.30)
60100	Wages and Salaries	$2,843.33	
60500	OH Expense Allocation	$218.97	
* Total Debits:		$3,062.30	
* Total Credits:			($3,062.30)
Department: GEN. LABOR			
Total Hours: 320.00			
60000	Inter-Dept. Payroll Transfers		($11,551.99)
60103	Wages and Salaries - General	$10,700.00	
60503	Taxes - General Labor	$851.99	
* Total Debits:		$11,551.99	
* Total Credits:			($11,551.99)
Department: MANAGEMENT			
Total Hours: 173.33			
60000	Inter-Dept. Payroll Transfers		($4,823.32)
60102	Wages and Salaries - Mgmt	$4,489.25	
60502	Taxes - Management	$334.07	
* Total Debits:		$4,823.32	
* Total Credits:			($4,823.32)

Infinity POWER Sample Company, Inc. Page 2
Check Summary (4) 04/28/2006
Account Summary

Account #	Description	Debit	Credit
Department: SALES			
Total Hours: 346.66			
60000	Inter-Dept. Payroll Transfers		($2,138.24)
60101	Wages and Salaries - Sales	$2,000.00	
60501	Taxes - Sales Dept	$138.24	
	* Total Debits:	$2,138.24	
	* Total Credits:		($2,138.24)

* Number of records printed: 25

PRINT CERTIFIED PAYROLL (PR0110)

This report provides the specified employee reporting requirements for the U.S. Department of Labor ***(Wage and Hour Division)*** **Form #WH-347**. This reporting is necessary on most government contracts. Make certain to print this report before executing the ***"Print Checks"*** option.

The **Certified Payroll** report is designed to show the allocation of an employee's time to all projects during the current pay period as well as the total number of hours and their breakdown by hour type. This **"Hour Type"** includes all hours such as Regular Time, Overtime, Double-time, Vacation, etc. This is required by many governmental agencies when performing government contracts. You may also use this report internally to show you all project allocations during the current pay period.

It is very important to remember that this report must be printed prior to running the option *"Print Checks."* Once this option is executed, all current payroll and project allocation information is posted to the appropriate files and the current amounts are cleared. The new payroll cycle is then ready to begin.

It may be worth pointing out at this point, that if you would like to maintain this information, you may use **CTRL+O** to ***"Change Report Output Device"*** and redirect this report to a ***"Text"*** file which may be printed as often as you desire. Once you have selected this option, the system will prompt you to choose a job to report on. You may <click> the **Down Arrow** ***(F2 by default)*** to scroll through the job file. The system will also prompt you for the type of classification you want the report generated from.

Job Cost Cost Code
Worker's Comp. Class

You may print the report based on either method, depending on your specific needs. Once you have <clicked> on your choice, <click> on the **"Start"** button. The report will then be printed and the system will next prompt you for the next project that you want to print.

Field Names:

- Project Number and Name
- Project Address
- Employee Name and Number
- Total Project Wages by Employee
- Other Earnings
- Gross Earnings
- FICA Amount
- Withholding Tax
- Other Deductions
- Total Deductions
- Net Check Amount

Detail Information:

Hours Breakdown:

- Type
- Work Classification
- Hours
- Rate
- Amount
- Total Hours by Employee
- Totals for Project

Certified Payroll (By Job Cost Cost Code)

Infinity POWER Sample Company, Inc. — Page 1
Certified Payroll Report — (4) 04/28/2006
For Week Ending: 04/28/2006

Contractor: Infinity POWER Sample Company, Inc. Fed. ID: 69-7482328 State ID: 3679202
150 Second Avenue North 16th Floor, St Petersburg, FL 33701
Project : 96-0005 - Regional Home Show (96-0005)

				Project Total	Other Earn Gross Earn	FICA W/H Tax	Other Ded Total Ded	Net Check
Emp: Elliot, Frank	257-85-8442			$297.00	$884.50	$77.12	$303.43	$760.26
7113 Henderson Blvd. #208 Tampa, FL 33602					$1,181.50	$40.69	$421.24	
Detail: Type Work Classification	Hours	Rate	Amount					
Regu Concrete - Labor	22.00	$13.50	$297.00					
Total This Project:	22.00 *							
Employee Total :	80.00 *							
Emp: Franklin, Albert T.	184-22-8451			$282.75	$848.01	$84.73	$115.70	$874.96
9833 N. Hanley Road Tampa, FL 33637					$1,130.76	$55.37	$255.80	
Detail: Type Work Classification	Hours	Rate	Amount					
Regu Framing - Labor	29.00	$9.75	$282.75					
Total This Project:	29.00 *							
Employee Total :	93.00 *							
Emp: Wright, Ron	264-15-4354			$378.00	$588.00	$67.60	$130.53	$727.40
1212 W. Cypress Blvd. Tampa, FL 33623					$966.00	$40.47	$238.60	
Detail: Type Work Classification	Hours	Rate	Amount					
Regu Roofing - Labor	36.00	$10.50	$378.00					
Total This Project:	36.00 *							
Employee Total :	88.00 *							
* Totals: Hours This Project:	87.00			$957.75	$2,320.51	$229.45	$549.66	$2,362.62
Employee Totals :	261.00				$3,278.26	$136.53	$915.64	

* Number of records printed: 3

Certified Payroll (By Worker's Comp. Code)

Infinity POWER Sample Company, Inc. — Page 1
Certified Payroll Report — (4) 04/28/2006
For Week Ending: 04/28/2006

Contractor: Infinity POWER Sample Company, Inc. Fed. ID: 69-7482328 State ID: 3679202
150 Second Avenue North 16th Floor, St Petersburg, FL 33701
Project : 96-0005 - Regional Home Show (96-0005)
, ,

				Project Total	Other Earn Gross Earn	FICA W/H Tax	Other Ded Total Ded	Net Check
Emp: Elliot, Frank	257-85-8442			$297.00	$884.50	$77.12	$303.43	$760.26
7113 Henderson Blvd. #208 Tampa, FL 33602					$1,181.50	$40.69	$421.24	
Detail: Type Work Classification	Hours	Rate	Amount					
Regu Electric Labor	22.00	$13.50	$297.00					
Total This Project:	22.00 *							
Employee Total :	80.00 *							
Emp: Franklin, Albert T.	184-22-8451			$282.75	$848.01	$84.73	$115.70	$874.96
9833 N. Hanley Road Tampa, FL 33637					$1,130.76	$55.37	$255.80	
Detail: Type Work Classification	Hours	Rate	Amount					
Regu Framing Labor	29.00	$9.75	$282.75					
Total This Project:	29.00 *							
Employee Total :	93.00 *							
Emp: Wright, Ron	264-15-4354			$378.00	$588.00	$67.60	$130.53	$727.40
1212 W. Cypress Blvd. Tampa, FL 33623					$966.00	$40.47	$238.60	
Detail: Type Work Classification	Hours	Rate	Amount					
Regu General	36.00	$10.50	$378.00					
Total This Project:	36.00 *							
Employee Total :	88.00 *							
* Totals: Hours This Project:	87.00			$957.75	$2,320.51	$229.45	$549.66	$2,362.62
Employee Totals :	261.00				$3,278.26	$136.53	$915.64	

* Number of records printed: 3

PRINT CHECKS (PR0105)

This option prints actual paychecks and/or Direct Deposit stubs ***(if you are utilizing Direct Deposit)*** for all employees with current pay data set up. This option will automatically update all historical information for all employees that checks are printed for.

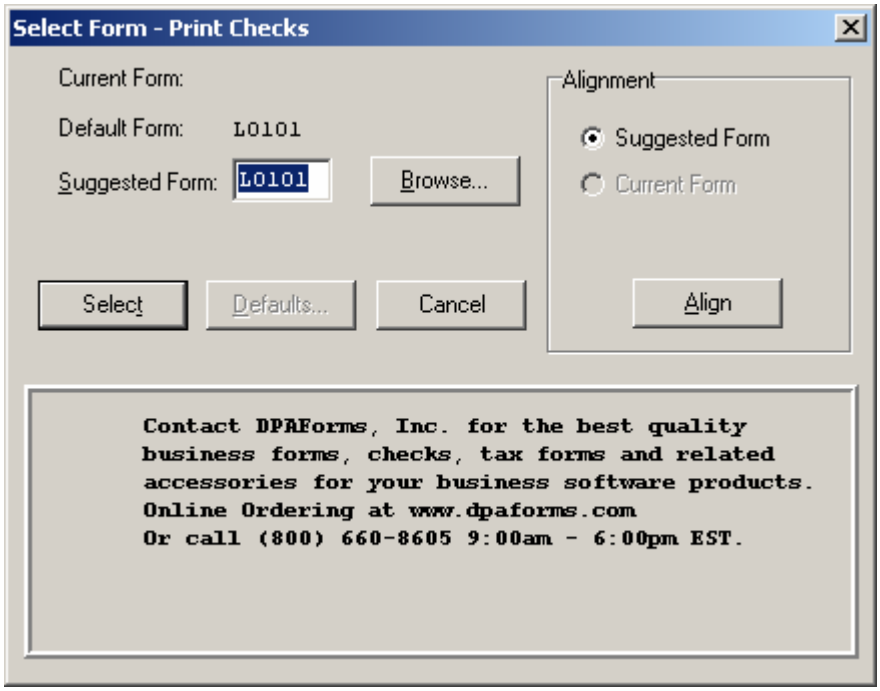
This option should be used to print the normal paychecks and/or Direct Deposit stubs ***(if you are utilizing Direct Deposit)***. The pay check form that will be used is the form set up in the Master Configuration, unless you are integrated with Check Reconciliation. If so, then the pay check form will be defined within the bank account information. The Direct Deposit stub that will be used is the form set up in the ***"Master Configuration"*** option. If there is no form defined for the Direct Deposit stub, the system will automatically use the normal pay check form.

When paychecks and/or Direct Deposit stubs are printed the historical information is updated immediately. When you select this option, the system will ask you for the range of employees to include. The system will then prompt you for the beginning and ending date of the pay cycle and the pay cycle to run or all pay cycles. You may optionally, enter a department mask. You will then be asked to select the type of checks to print. There are three **(3)** choices you may choose from:

- **Employees Receiving Checks**
- **Employees Receiving Direct Deposit Stubs**
- **All Employees Selected**

<Click> on the "**Start"** button and the system will then ask you for the starting check number ***(which will default to the next check number set up in the master configuration)***, leave the default check number or enter a new beginning check number and <click> on the "**Save"** button. If you enter a check number that already exists in the **Payroll Transaction Detail file (PR02)**, the system will generate a warning message at the bottom of the screen stating that the Check Number already exists and will not allow you to proceed until a different check number is entered.

A screen will appear with the **"Check Form"** that is currently selected.

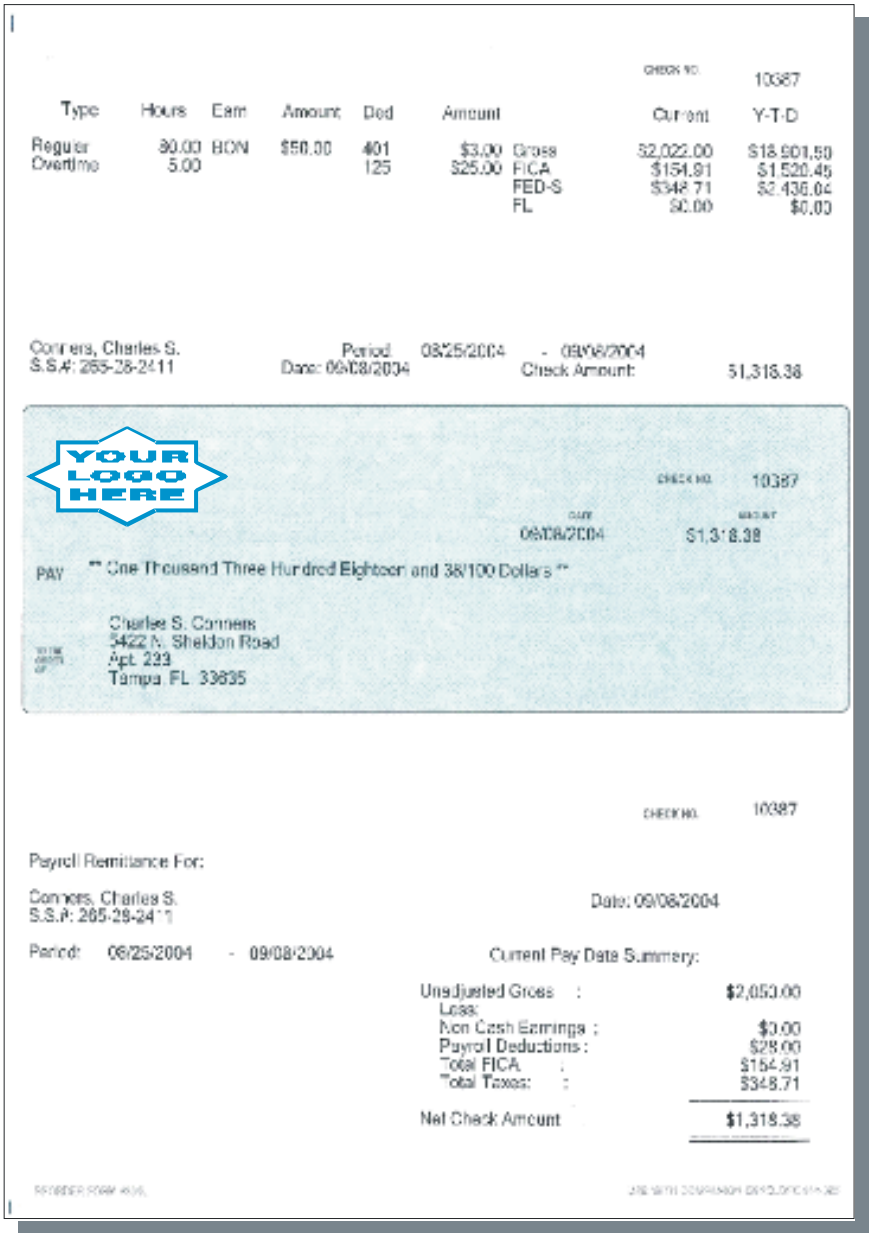


You may <click> on the **"Browse"** button, which will allow you to select another valid check form for the next series of checks you will enter. <Click> on the "**Select"** button to continue with the printing process.

The system will then print the type of checks selected for each employee using the correct form based on the selection chosen. The employees printed will be those in the employee range selected, those whose home department matches the department mask, those whose pay cycle matches the selected pay cycle, those whose have current pay data, and those who match the criteria selected for the type of checks to print.

The exception to this is if you may have used the automatic calculation and an employee whose pay information results in a **"negative check amount."** They will **not** be included in the pay run. If your printer jams or your checks are not in complete alignment, you will need to use the option ***"Void Checks"*** to void the check run or a specific check and then re-enter the information and print the check again.

Print Checks



CHECK NO. 10387

Type	Hours	Earn	Amount	Ded	Amount		Current	Y-T-D
Regular	80.00	BON	$50.00	401	$3.00	Gross	$2,022.00	$18,201.50
Overtime	5.00			125	$25.00	FICA	$154.91	$1,520.45
						FED-S	$348.71	$2,436.04
						FL	$0.00	$0.00

Conners, Charles S.
S.S.#: 265-28-2411

Period: 08/25/2004 - 09/08/2004
Date: 09/08/2004
Check Amount: $1,318.38

YOUR LOGO HERE

CHECK NO. 10387

DATE 09/08/2004

AMOUNT $1,318.38

PAY ** One Thousand Three Hundred Eighteen and 38/100 Dollars **

Charles S. Conners
3422 N. Sheldon Road
Apt. 223
Tampa, FL 33635

CHECK NO. 10387

Payroll Remittance For:

Conners, Charles S.
S.S.#: 265-28-2411

Date: 09/08/2004

Period: 08/25/2004 - 09/08/2004

Current Pay Date Summary:

Unadjusted Gross :	$2,050.00
Less:	
Non Cash Earnings :	$0.00
Payroll Deductions :	$28.00
Total FICA :	$154.91
Total Taxes: :	$348.71
Net Check Amount	$1,318.38

WRITE A SINGLE CHECK (PR0107)

This option allows you to generate a single paycheck for an employee. All historical information will be updated at the time you execute this option. This option should be used when it is necessary to pay an employee outside of their normal pay cycle. This could be used, for example, to pay terminated employees or employees leaving for vacation, etc.

The pay data information that you can enter is the same as the option ***"Single Employee Entry."*** After you have entered all pay data, <click> on the "**Write"** button to validate. The system will show the paycheck distribution screen for any last changes to the taxing information. <Click> on the **"Save"** button and the system will then ask you for the starting check number ***(which will default to the next check number set up in the master configuration or if integrated to Check Reconciliation under Set Up Bank Accounts in Accounts Payable)***. Leave the default check number or enter a new beginning check number and <click> on the "**Save"** button and the paycheck will be printed and then the historical, project/department, and General Ledger information will be updated. If you enter a check number that already exists in the **Payroll Transaction Detail file (PR02)**, the system will generate a warning message at the bottom of the screen stating that the Check Number already exists and will not allow you to proceed until a different check number is entered.

Another exception to this is if you have an employee whose pay information results in a **"negative check amount."** No check will print and you will be given a warning message that you cannot proceed. The General Ledger integration file for the payroll journal entry will only be updated if the General Ledger is set to be interactive in the Master Configuration.

Results:

coPR1cy.dbf - Employee File
- Current Pay Data Cleared
- Accumulators Updated
- Personal Time Balances Reduced *(if applicable)*
- Date of Last Check Updated

coPR2cy.dbf - Transaction File *(optional)*
- Transaction Record Added

coPRCcy.dbf - Transaction Detail File *(optional)*
- Transaction Detail File Updated

coPR3cy.dbf - Department File *(optional)*
- Period Wages and Expenses Updated

coPR7.dbf - Workers' Comp. Class File *(optional)*
- Monthly Pay Totals by Class Updated

coPRMcy.dbf – Historical File
- Historical information updated

PR2GL.co - General Ledger Integration File
(optional)
- Payroll Journal Entry Transaction Recorded

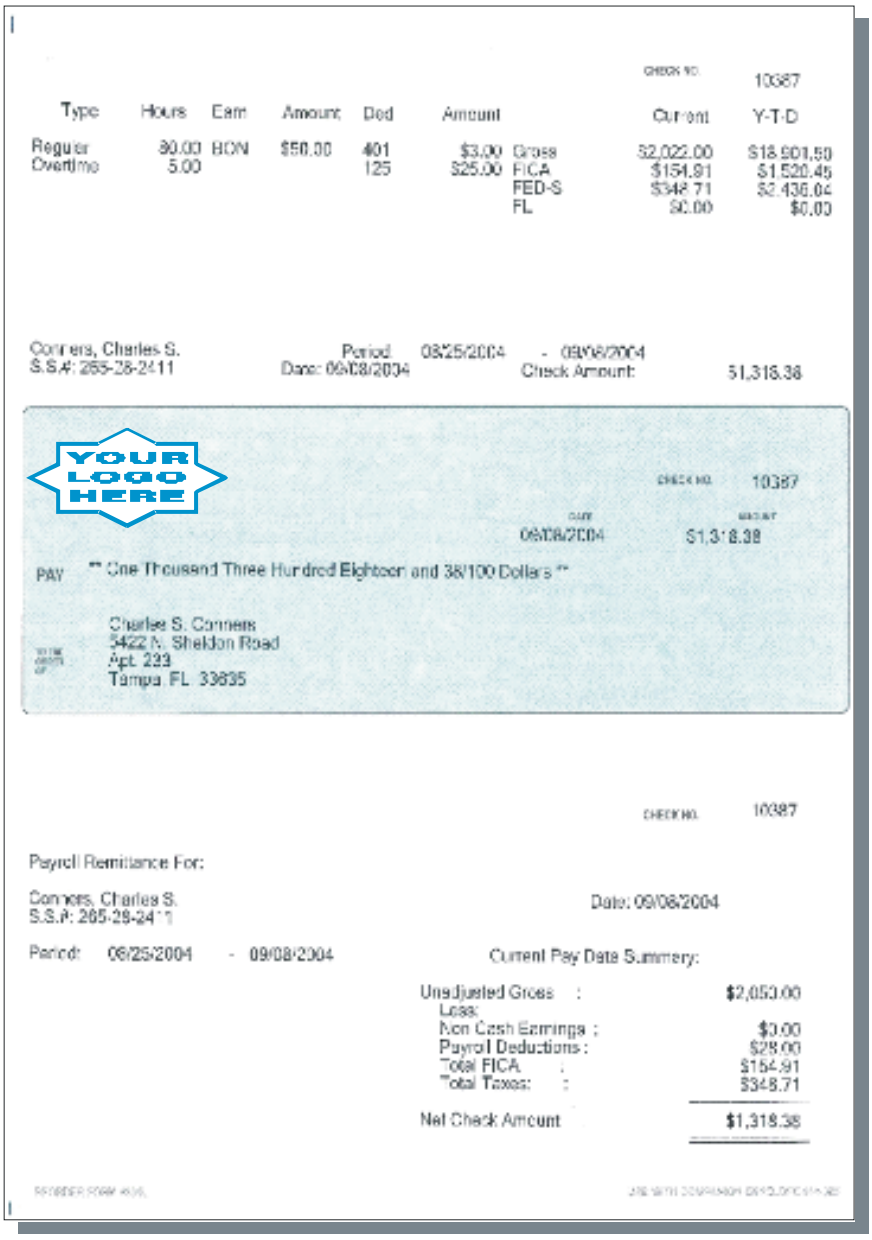
coJC1dy.dbf - Project File
- Current, Month-To-Date, and Project-To-Date Hours and Costs Updated

coJC2dy.dbf – Project Detail File *(optional)*
- Transaction Record Added to File

coJC3dy.dbf - Transaction File *(optional)*
- Transaction Record Added to File

coCR2.dbf - Check Reconciliation Detail File
- Updates check record if integration is turned on

Write a Single Check



CHECK NO. 10387

Type	Hours	Earn	Amount	Ded	Amount		Current	Y-T-D
Regular	80.00	BON	$50.00	401	$3.00	Gross	$2,022.00	$18,901.50
Overtime	5.00			125	$25.00	FICA	$154.91	$1,520.45
						FED-S	$348.71	$2,436.04
						FL	$0.00	$0.00

Conners, Charles S.
S.S.#: 265-28-2411

Period 08/25/2004 - 09/08/2004
Date: 09/08/2004

Check Amount: 1,318.38

YOUR LOGO HERE

CHECK NO. 10387

DATE 09/08/2004

AMOUNT $1,318.38

PAY ** One Thousand Three Hundred Eighteen and 38/100 Dollars **

Charles S. Conners
5422 N. Sheldon Road
Apt. 223
Tampa FL 33635

CHECK NO. 10387

Payroll Remittance For:

Conners, Charles S.
S.S.#: 265-28-2411

Date: 09/08/2004

Period: 08/25/2004 - 09/08/2004

Current Pay Date Summary:

Unadjusted Gross :	$2,053.00
Less:	
Non Cash Earnings :	$3.00
Payroll Deductions :	$28.00
Total FICA :	$154.91
Total Taxes: :	$348.71
Net Check Amount	$1,318.38

VOID CHECKS (PR0111)

This option allows you to void a range of check numbers that have been printed. To void a single pay check for an employee, enter the same check number for both the beginning and ending numbers. All historical information will be updated at the time you execute this option.

This option should be used when it is necessary to void paychecks that were written and need to be voided in a range of check numbers or a single check number. All historical and General Ledger information is immediately updated at the time you void the checks.

This option will print a ***"Void Check Report"*** that will contain all information about each check that has been voided. This information includes employee, department, normal earnings, additional earnings, non-cash earnings, deductions, total taxes, FICA amount, net check and check number.

The information being voided is generated from the original check as it was calculated at its time of inception and not based on any settings currently configured in the Payroll Module.

There is an option to **Restore Previous Pay Data** for the employees whose checks are being voided. This allows the whole Payroll cycle to be **"voided"** and **ALL** of the current pay cycle date ***(including all Department allocation and Job cost allocations by employee)*** to be restored. No need to re-key the entire Pay Data cycle. You will still need to go into each employee through Single or Rapid Employee Entry to validate in order to recalculate Payroll taxes and some deductions.

NOTE

All **FUTA** and **SUTA** calculations and General Ledger entries for a voided check are automatically taken into consideration and posted to the integration file.

Results:

coPR1cy.dbf - Employee File
- Historical Information updated
- Current Pay Data cleared
- Accumulators updated
- Personal Time Balances increased *(if applicable)*
- Date of Last Check updated

coPR2cy.dbf - Transaction File *(optional)*
- Transaction Record added

coPRCcy.dbf - Transaction Detail File *(optional)*
- Transaction Detail File updated

coPR3cy.dbf - Department File *(optional)*
- Period Wages and Expenses updated

coPR7.dbf - Workers' Comp. Class File *(optional)*
- Monthly Pay Totals by Class updated

coPRMcy.dbf – Historical File
- Historical Information Updated

PR2GL.co - General Ledger Integration File *(optional)*
- Payroll Journal Entry Transaction recorded

coJC1dy.dbf - Project File
- Current, Month-To-Date, and Project-To-Date Hours and Costs Updated

coJC2dy.dbf – Project Detail File *(optional)*
- Transaction Record Added to File

coJC3dy.dbf - Transaction File *(optional)*
- Transaction Record Added to File

coCR2.dbf - Check Reconciliation Detail File
- Updates check record if integration is turned on

RECORD ACCRUED PERSONAL TIME (PR0108)

This option allows you to enter new accruals of personal time ***(such as vacation, sick, etc.)***. This option allows you to select an employee and then enter additional personal time hours that the employee has accrued. The personal time categories are the time categories **11** through **15** that you have set up in the Master Configuration. When you select this option, the system will prompt you to enter the employee number. You may <click> the **Down Arrow *(F2 by default)*** to scroll through the employee file to make your selection.

After you have selected the employee, a screen will be displayed showing the employee's name and number, their social security number, and current status. The system will then display the five personal time category descriptions, their current balances, and then allow you to enter the accrued time ***(in hours)*** for each. As you enter the accrued hours, you will notice that the current balances will be adjusted accordingly.

After the accrued time has been entered for each category, you may <click> on the "**Save"** button to validate and the system will update the employee's file and then prompt you for the next employee. These balances will be decreased by the hours entered for the time categories **11 - 15** during pay data entry. The ***"Employee Personal Time Balance"*** report can be printed at any time to review the status of the time balances for each employee.

Results:

coPR1cy.dbf - Employee File
- Personal Time Balances updated

RECORD EMPLOYEE COMMENTS (PR0109)

This option allows you to input, review and change personnel comments concerning individual employees. This option provides you with a sub-menu through which you may either enter new employee comments, review, and/or change existing employee comments. These comments are personnel or activity related comments that you would like to keep on file for each employee. You may enter up to **1000** comments for each employee or a maximum of **30,000** comments for all employees.

These comments could be printed using the ***"Employee Comments Report"*** at review time to assist in evaluating the employee's performance. Comments could reflect a daily log of tardiness to work, doctor's appointments, sick days, good behavior, or superior job performance. The key is that you have a tool that you may use on a daily basis to keep a diary of information while it is still fresh and relevant in your mind.

When you select this option, the system will prompt you to select the employee. You may enter the employee number or <click> the **Down Arrow *(F2 by default)*** to scroll through the employee file. After you have selected the employee, the employee number and name will be displayed as well as a scrolling window with up to **1000** comments for this employee. The system will then display two data items, which are used to enter the comments. These data items are described below.

Date	This data item is the date of the comment. This date will be used by the system as the key to sort the comments in chronological order. <Clicking> the **Down Arrow *(F2 by default)*** will display a calendar for you to choose a date.
Comment	This data item contains the actual comment. This is a fifty **(50)** character field *(alpha/numeric)* for any descriptive comment that you would like to enter. When the comments have been entered, <click> on the "**Save"** button to validate and update the employee's files. The system will then prompt you for the next employee.

NOTE

If you have an office environment that would allow several members of your staff to have access to the computer, you may want to create security rights on this menu option. Advanced Security can restrict access to all Payroll functions. Information contained here may be deemed highly sensitive material and therefore should be protected.

Results:

coPR6.dbf - Employee Comments File
- Employee Comment Records updated

This page intentionally left blank.

CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **Payroll** program. A listing of all of the fields is included on each report, and some examples of how to utilize each report. Reports are a combination of information from several different fields; therefore, no updating of files is performed.

All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports accordingly. **Do not** assume that these sample reports reflect the only way in which these reports may be structured and/or printed. These reports may be used as a cross-reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

The equations used to calculate the amounts on the reports and how these reports are generated *(through the use of various questions asked by the system)* are discussed here. Reports illustrate the results of transactions from the options within this module or from another integrated module. Reports do not update the actual files.

STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

CTRL+O (Output Options)
Destination - Printer Choice, E-Mail or Display
Report Titles
E-mail Settings - Recipient and Subject
Font Attributes
Report Print Options
Displayed Report Options
Range of Accounts
Report Sorting Preference
Masking *(Wildcards)*
Period to Report On
Cancel the Print Job

CTRL+O (Output Options)

You are able to change your Output Options ***(printing preference)*** at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select **"Printer,"** this will cause the output to be generated to whichever printer device you currently have as ***"active"*** in the **Windows** operating system. You may choose to change printers by clicking on the **"Print Options"** button and select another printer that you have set up in your Windows program. Also, by choosing **"Printer,"** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select **"E-Mail,"** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **"To"** field. Make sure to enter their e-mail address and not just their name. The **"Subject"** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

NOTE

Be sure you have defined your **"E-Mail Host"** in the Output section of the Configuration Settings, otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select **"Display,"** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **"text"** file for a myriad of uses. You may do the same in Windows, however, you must set up a **"printer"** type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

The principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select Print as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, click on the **Fonts…** button to open the **Font** window. From this window select different fonts, add special effects such as underlining, change the color, font style (bold, italics, bold italic, etc), and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

NOTE

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the **Infinity POWER** system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, clicking the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must click the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If E-Mail is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

Report Print Options

In the **Printer Settings** section, click on the **Options…** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or click the **#** toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By clicking the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

Range of Accounts

When asked to define the range of account numbers to report on, place your cursor on the ***"Beginning Account #"*** field and click the **Down Arrow** ***(F2 by default)*** to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, click on the Ending Account Number field and then click the **Down Arrow** ***(F2 by default)*** to gain access to the account listing to choose your ending number.

Report Sorting Preference

This is the order in which items will print on reports. This is handled through the method in which you choose the beginning and ending account range. For example, you will be given two choices when you select your beginning and ending account number when clicking the **Down Arrow** ***(F2 by default)***:

Employee Number
Name

Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the employee's name by selecting your account range by **"Name."**

Masking (Wildcards)

The account number mask is a field which gives you the ability to set up a specific search and have the system only retrieves those items defined within the parameters of that search. This is very beneficial if you want to print all reports for a particular department or location.

Your account number is the key to how specific information may be searched on. The account number length will be reflected in the mask field on your screen.

The account number mask field would appear on your screen as:

[ ]
123567890

Assuming that you were utilizing a five digit account number with the last two digits representing the department or location number (e.g., "**03**"), to print a report that would mask for a department or location you would enter the following:

[**03**]
1234567890

The areas not being masked can either be spaces or question marks. Question marks are the standard wildcard format.

Period to Report On

If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

Cancel the Print Job

Clicking on the **"Cancel"** button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

TRANSACTION REPORTS

Two reports are available by selecting the Transaction Reports menu option:

Check Register
Check Register by Employee

Each report is discussed on the following pages.

Check Register (PR0201)

This report is an optional feature which lists all checks for a specific date range in check number order. This report provides you with an audit trail of all payroll checks written through the ***"Enter Transactions"*** menu option. You may select the beginning and ending date range to include in this report, which could include the entire year.

After entering the desired date range, the system will prompt you to select a **"non-detailed"** or **"detailed listing."** If you select the **"Detailed Listing,"** the system will print all of the detail for each check for the date range specified and then include a summary report at the end which will reflect all of the General Ledger accounting entries that apply to these checks. This serves as an excellent auditing tool to cross check against the General Ledger.

Field Names:

- Employee Number & Name
- Department
- Normal Earnings
- Additional Earnings
- Non-Cash Earnings
- Deductions
- Total (Federal Withholding) Taxes
- FICA (Taxes) Amount
- Net Check
- Check Number
- Check Date
- Grand Totals
- Hours by Pay Category
- Total Hours

- Total Weeks Worked
- Special Pay Types Allocations

Check Register (Non-Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Check Register — (4) 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94322 04/15/2006
ELL-104 Elliot, Frank	GEN. LABOR	$1,080.00	$0.00	$0.00	$299.37	$30.95	$69.34	$680.34	94323 04/15/2006
FRA-102 Franklin, Albert T.	GEN. LABOR	$780.00	$0.00	$0.00	$115.70	$20.30	$57.89	$586.11	94324 04/15/2006
FRI-109 Jack Friedman	SALES	$1,000.00	$0.00	$0.00	$184.50	$22.88	$75.20	$717.42	94325 04/15/2006
GOR-107 Gordon, Jim	ADMIN	$760.00	$0.00	$0.00	$274.77	$40.88	$48.56	$395.79	94326 04/15/2006
HAR-101 Harris, Susan	ADMIN	$2,083.33	$0.00	$0.00	$405.20	$114.65	$143.81	$1,419.67	94327 04/15/2006
MAG-108 Bill Maquire	SALES	$1,000.00	$0.00	$0.00	$236.00	$9.73	$63.04	$691.23	94328 04/15/2006
ROU-103 Rouse, Stan	MANAGEMENT	$4,489.25	$0.00	$0.00	$212.08	$677.21	$334.07	$3,265.89	94329 04/15/2006
WRI-105 Wright, Ron	GEN. LABOR	$840.00	$0.00	$0.00	$124.23	$28.50	$57.97	$629.30	94330 04/15/2006
** Grand Totals:		$20,032.58	$0.00	$0.00	$2,504.89	$1,360.60	$1,459.97	$14,707.12	

* Number of records printed: 9

Check Register (Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Check Register — (4) 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94322
Conners, Charles S.									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

ELL-104	GEN. LABOR	$1,080.00	$0.00	$0.00	$299.37	$30.95	$69.34	$680.34	94323
Elliot, Frank									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	5	$13.50	$1,080.00	125	$173.50	FED-M	$30.95
	* Hours Worked:		80.00				401	$43.20	S.S.	$56.20
	* Weeks Worked:		2.01				grp	$70.00	Medi	$13.14
							den	$12.67		

FRA-102	GEN. LABOR	$780.00	$0.00	$0.00	$115.70	$20.30	$57.89	$586.11	94324
Franklin, Albert T.									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$9.75	$780.00	125	$23.20	FED-M	$20.30
	* Hours Worked:		80.00				grp	$92.50	S.S.	$46.92
	* Weeks Worked:		2.01						Medi	$10.97

** Direct Deposit Information:

Account #	Routing #	Amount
3214568740002156	100000007	$50.00
Net Check Given to Employee		$536.11

FRI-109	SALES	$1,000.00	$0.00	$0.00	$184.50	$22.88	$75.20	$717.42	94325
Jack Friedman									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
SALES		1	173.33	9	$1,000.00	$1,000.00	125	$17.00	FED-S	$22.88
	* Hours Worked:		173.33				grp	$117.50	S.S.	$60.95
	* Weeks Worked:		4.35				LIF	$50.00	Medi	$14.25

GOR-107	ADMIN	$760.00	$0.00	$0.00	$274.77	$40.88	$48.56	$395.79	94326
Gordon, Jim									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
ADMIN		1	80.00	9	$9.50	$760.00	125	$125.23	FED-S	$40.88
	* Hours Worked:		80.00				401	$45.60	S.S.	$39.36
	* Weeks Worked:		2.01				grp	$92.50	Medi	$9.20
							den	$11.44		

Infinity POWER Sample Company, Inc. — Page 2
Check Register — (4) 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
HAR-101	ADMIN	$2,083.33	$0.00	$0.00	$405.20	$114.65	$143.81	$1,419.67	94327
Harris, Susan									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
ADMIN		1	173.33	9	$2,083.33	$2,083.33	FIT	$10.00	FED-M	$114.65
	* Hours Worked:		173.33				125	$203.53	S.S.	$116.55
	* Weeks Worked:		4.35				401	$166.67	Medi	$27.26
							grp	$35.00		

MAG-108	SALES	$1,000.00	$0.00	$0.00	$236.00	$9.73	$63.04	$691.23	94328
Bill Maquire									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
SALES		1	173.33	5	$1,000.00	$1,000.00	125	$176.00	FED-M	$9.73
	* Hours Worked:		173.33				401	$60.00	S.S.	$51.09
	* Weeks Worked:		4.35						Medi	$11.95

ROU-103	MANAGEMENT	$4,489.25	$0.00	$0.00	$212.08	$677.21	$334.07	$3,265.89	94329
Rouse, Stan									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
MANAGEMENT		1	173.33	3	$25.90	$4,489.25	125	$122.30	FED-S	$677.21
	* Hours Worked:		173.33				401	$89.78	S.S.	$270.75
	* Weeks Worked:		4.35						Medi	$63.32

WRI-105	GEN. LABOR	$840.00	$0.00	$0.00	$124.23	$28.50	$57.97	$629.30	94330
Wright, Ron									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	9	$10.50	$840.00	125	$82.23	FED-M	$28.50
	* Hours Worked:		80.00				401	$42.00	S.S.	$46.98
	* Weeks Worked:		2.01						Medi	$10.99

** Grand Totals:	$20,032.58	$0.00	$0.00	$2,504.89	$1,360.60	$1,459.97	$14,707.12

Hours Worked:	1) Regular	1,093.32
	Total	1,093.32
Weeks Worked:		77.55

* Number of records printed: 9

Infinity POWER Sample Company, Inc. — Page 1
Check Register — (4) 04/28/2006
Account Summary

Account #	Description	Debit	Credit
Main Company:			
11120	Cash in Bank - Payroll		($14,707.12)
23100	FICA Tax Withheld		($2,919.94)
23200	Federal Income Taxes Withheld		($1,109.60)
23450	Accrued Insurance		($947.99)
23500	Accrued FUTA		($14.38)
23600	Accrued SUTA		($48.53)
23800	401K Pension Plan		($927.25)
25400	Accrued State Income Taxes		($251.00)
60000	Inter-Dept. Payroll Transfers	$21,555.46	
60100	Wages and Salaries		($629.65)
60500	OH Expense Allocation		($1,522.88)
75100	FICA Taxes	$1,459.97	
75200	Unemployment Taxes	$62.91	
* Total Debits:		$23,078.34	
* Total Credits:			($23,078.34)
Department: ADMIN			
Total Hours: 253.33			
60000	Inter-Dept. Payroll Transfers		($3,062.30)
60100	Wages and Salaries	$2,843.33	
60500	OH Expense Allocation	$218.97	
* Total Debits:		$3,062.30	
* Total Credits:			($3,062.30)
Department: GEN. LABOR			
Total Hours: 320.00			
60000	Inter-Dept. Payroll Transfers		($11,531.60)
60103	Wages and Salaries - General	$10,700.00	
60503	Taxes - General Labor	$831.60	
* Total Debits:		$11,531.60	
* Total Credits:			($11,531.60)
Department: MANAGEMENT			
Total Hours: 173.33			
60000	Inter-Dept. Payroll Transfers		($4,823.32)
60102	Wages and Salaries - Mgmt	$4,489.25	
60502	Taxes - Management	$334.07	
* Total Debits:		$4,823.32	
* Total Credits:			($4,823.32)

Infinity POWER Sample Company, Inc. — Page 2
Check Register — (4) 04/28/2006
Account Summary

Account #	Description	Debit	Credit
Department: SALES			
Total Hours: 346.66			
60000	Inter-Dept. Payroll Transfers		($2,138.24)
60101	Wages and Salaries - Sales	$2,000.00	
60501	Taxes - Sales Dept	$138.24	
	* Total Debits:	$2,138.24	
	* Total Credits:		($2,138.24)

* Number of records printed: 25

Check Register by Employee (PR0202)

This report is an optional feature which lists all checks by employee, for a specific date range in check number order. This report provides you with an audit trail of all payroll checks by employee written through the ***"Enter Transactions"*** menu option. You may select a range of employees, departmental **"mask,"** and the beginning and ending date range to include in this report, which could include the entire year.

After entering the desired date range, the system will prompt you to select a **"non-detailed"** or **"detailed listing."** If you select the **"Detailed Listing,"** the system will print all of the detail for each check for the date range specified and then include a summary report at the end which will reflect all of the General Ledger accounting entries that apply to these checks. This serves as an excellent auditing tool to cross check against the General Ledger.

Field Names:

- Employee Number & Name
- Department
- Normal Earnings
- Additional Earnings
- Non-Cash Earnings
- Deductions
- Total (Federal Withholding) Taxes
- FICA (Taxes) Amount
- Net Check
- Check Number
- Check Date
- Grand Totals
- Hours by Pay Category
- Total Hours
- Total Weeks Worked
- Special Pay Types Allocations

Check Register by Employee (Non-Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Check Register By Employee — (4) 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10474 01/01/2006
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94331 01/16/2006
CON-106 Conners, Charles S.	GEN. LABOR	$6,265.00	$0.00	$0.00	$548.94	$177.41	$477.36	$5,061.29	10491 02/01/2006
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10509 02/15/2006
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10518 03/01/2006
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10525 03/15/2006
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10438 04/01/2006
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94322 04/15/2006
CON-106 Conners, Charles S.	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94313 04/28/2006
* Employee Totals:		$70,265.00	$0.00	$0.00	$5,773.26	$3,501.41	$5,358.08	$55,632.25	
** Grand Totals:		$70,265.00	$0.00	$0.00	$5,773.26	$3,501.41	$5,358.08	$55,632.25	

* Number of records printed: 9

Check Register by Employee (Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Check Register By Employee — (4) 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10474
Conners, Charles S.									01/01/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94331
Conners, Charles S.									01/16/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$6,265.00	$0.00	$0.00	$548.94	$177.41	$477.36	$5,061.29	10491
Conners, Charles S.									02/01/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	60.00	2	$100.00	$6,000.00	401	$375.90	FED-S	$1.41
GEN. LABOR		12	20.00	2	$13.25	$265.00	125	$25.00	MO-S	$176.00
	* Hours Worked:		80.00				grp	$117.50	S.S.	$386.88
	* Weeks Worked:		52.14				LIF	$11.44	Medi	$90.48
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$4,861.29

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10509
Conners, Charles S.									02/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

Infinity POWER Sample Company, Inc. Page 2
Check Register By Employee (4) 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10518
Conners, Charles S.									03/01/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10525
Conners, Charles S.									03/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	10438
Conners, Charles S.									04/01/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94322
Conners, Charles S.									04/15/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

Infinity POWER Sample Company, Inc. Page 3
Check Register By Employee (4) 04/28/2006

Employee	Department	Norm Earn	Add. Earn	Non-Cash	Deductions	Total Taxes	FICA Amount	Net Check	Check #
CON-106	GEN. LABOR	$8,000.00	$0.00	$0.00	$653.04	$415.50	$610.09	$6,321.37	94313
Conners, Charles S.									04/28/2006

Dept/Proj	Code	Type	Hours	WC	Rate	Amount	Code	Amount	Tax #	Amount
GEN. LABOR		1	80.00	2	$100.00	$8,000.00	401	$480.00	FED-S	$164.50
	* Hours Worked:		80.00				125	$25.00	MO-S	$251.00
	* Weeks Worked:		52.14				grp	$117.50	S.S.	$494.45
							LIF	$11.44	Medi	$115.64
							den	$19.10		

** Direct Deposit Information:

Account #	Routing #	Amount
3216549874563214	100000007	$200.00
Net Check Given to Employee		$6,121.37

* Employee Totals:	$70,265.00	$0.00	$0.00	$5,773.26	$3,501.41	$5,358.08	$55,632.25	
Hours Worked:	1) Regular	700.00						
	12) Vacation	20.00						
	Total	720.00						
Weeks Worked:		469.29						

** Grand Totals:	$70,265.00	$0.00	$0.00	$5,773.26	$3,501.41	$5,358.08	$55,632.25	
Hours Worked:	1) Regular	700.00						
	12) Vacation	20.00						
	Total	720.00						
Weeks Worked:		469.29						

* Number of records printed: 9

Infinity POWER Sample Company, Inc. — Page 1
Check Register By Employee — (4) 04/28/2006
Account Summary

Account #	Description	Debit	Credit
Main Company:			
11120	Cash in Bank - Payroll		($55,632.25)
23100	FICA Tax Withheld		($10,716.16)
23200	Federal Income Taxes Withheld		($1,317.41)
23450	Accrued Insurance		($225.00)
23500	Accrued FUTA		($56.00)
23600	Accrued SUTA		($465.00)
23800	401K Pension Plan		($4,215.90)
25400	Accrued State Income Taxes		($2,184.00)
60000	Inter-Dept. Payroll Transfers	$76,144.08	
60100	Wages and Salaries		($1,332.36)
60500	OH Expense Allocation		($5,879.08)
75100	FICA Taxes	$5,358.08	
75200	Unemployment Taxes	$521.00	
	* Total Debits:	$82,023.16	
	* Total Credits:		($82,023.16)
Department: GEN. LABOR			
Total Hours: 720.00			
60000	Inter-Dept. Payroll Transfers		($76,144.08)
60103	Wages and Salaries - General	$70,265.00	
60503	Taxes - General Labor	$5,879.08	
	* Total Debits:	$76,144.08	
	* Total Credits:		($76,144.08)

* Number of records printed: 16

EMPLOYEE/DEPARTMENTAL SUMMARIES

The following reports are available by selecting the Employee and Departmental Summaries menu option:

- **Monthly Pay Summary**
- **Quarterly Pay Summary**
- **Annual Pay Summary**
- **Departmental Expense Summary**
- **Special Pay Type Register**
- **Employee Hours Report**

Each report is discussed on the following pages.

Monthly Pay Summary (PR0203)

This report provides a monthly summary by employee of all Taxable Wages, FICA Wages, Social Security, Medicare, FIT, SIT, and LIT. This report may be selected by department and/or state.

This report provides you with the information necessary to file your payroll tax reports monthly. When you select this option, you will be asked for the range of employees, and, optionally, a department mask. After you have selected the employees to include on the report, you may specify the state and/or local tax table to report. You may also specify the Special Pay Type Accumulator.

If you do not enter a state or local tax table number mask, the system will print the report for all employees that have been paid during the current month. If you enter a state tax table number mask, the system will only include those employees that have a tax table set up in either the **SIT Table** or **Additional SIT Table** which matches the mask. If you enter a local tax table number mask, the system will only include those employees that have a tax table set up in either the **LIT Table** or **Additional LIT Table** which matches the mask. If you enter both masks, the employees included must match both masks. The **Employee Accumulator** provides you with information on accumulating data for Special Pay Types. These pay types must have been defined in the ***"Change Accumulating Data"*** option in the Set up Employee screen.

When you specify a Special Pay Type number in the **Employee Accumulator** field, the system will report the M-T-D information for each employee that has this special pay type number defined in the ***"Change Accumulating Data"*** screen. If you do not specify an **Employee Accumulator** mask, the system will exclude any special pay type information from printing on the report.

Using the masks, you may print the report for all employees, or only those employees taxed in a specific state or local area. The masks entered will also be included in the title of the report. You may also choose to print a detailed or non-detailed report. The detailed report will print both SIT and LIT Table amounts and the totals. If the tax table does not match the mask entered, the amount will be printed as **N/A**. The non-detailed report will only print the total of the SIT and LIT amounts.

Field Names:

- Employee Number & Name
- Social Security Number
- Gross Wages
- Social Security Wages
- Medicare Wages
- Weeks Worked
- Medi. Amount
- FIT Amount
- SIT Table Number
- SIT Amount
- LIT Table Number
- LIT Amount
- Accumulator Amount
- Totals
- S.S. Amount
- Accumulator Number

Monthly Pay Summary

Infinity POWER Sample Company, Inc.
Monthly Pay Summary

Page 1
(4) 04/28/2006

Employee	S. S. #	Gross Wages	S.S. Wages Medi Wages	Weeks	S.S. Amount Medi Amount	FIT Amount	SIT	SIT Amount	LIT	LIT Amount
CON-106	265-28-2411	$22,485.00	$23,925.00	4	$1,483.35	$493.50	CTA-3:	$0.00	MO-S:	$753.00
Conners, Charles S.			$23,925.00		$346.92			$0.00		$0.00
								$0.00		$753.00 *
ELL-104	257-85-8442	$2,687.34	$2,821.00	6	$174.90	$102.59	FL:	$0.00		$0.00
Elliot, Frank			$2,821.00		$40.90			$0.00		$0.00
								$0.00		$0.00 *
FRA-102	184-22-8451	$2,621.16	$2,621.16	6	$162.51	$95.97	FL:	$0.00		$0.00
Franklin, Albert T.			$2,621.16		$38.00			$0.00		$0.00
								$0.00		$0.00 *
FRI-109	223-10-8880	$2,949.00	$2,949.00	13	$182.85	$68.64	FL:	$0.00		$0.00
Jack Friedman			$2,949.00		$42.75			$0.00		$0.00
								$0.00		$0.00 *
GOR-107	265-88-1242	$1,767.51	$1,904.31	6	$118.08	$122.64	FL:	$0.00		$0.00
Gordon, Jim			$1,904.31		$27.60			$0.00		$0.00
								$0.00		$0.00 *
HAR-101	455-12-8867	$5,139.39	$5,639.40	13	$349.65	$343.95	FL:	$0.00		$0.00
Harris, Susan			$5,639.40		$81.78			$0.00		$0.00
								$0.00		$0.00 *
MAG-108	410-67-1038	$2,292.00	$2,472.00	13	$153.27	$29.19	FL:	$0.00		$0.00
Bill Maquire			$2,472.00		$35.85			$0.00		$0.00
								$0.00		$0.00 *
ROU-103	223-41-8441	$12,831.51	$13,100.85	13	$812.25	$2,031.63	FL:	$0.00		$0.00
Rouse, Stan			$13,100.85		$189.96			$0.00		$0.00
								$0.00		$0.00 *
WRI-105	264-15-4354	$2,267.01	$2,399.31	6	$148.75	$97.47	FL:	$0.00		$0.00
Wright, Ron			$2,399.31		$34.79			$0.00		$0.00
								$0.00		$0.00 *
** Totals:		$55,039.92	$57,832.03	80	$3,585.61	$3,385.58		$0.00		$753.00
			$57,832.03		$838.55					

* Number of records printed: 9

Quarterly Pay Summary (PR0204)

This report provides a quarterly summary by employee of all Taxable Wages, FICA Wages, Social Security, Medicare, FIT, SIT, and LIT. This report may be selected by department and/or state.

This report provides you with the information necessary to file your payroll tax reports quarterly. When you select this option, you will be asked for the range of employees, and, optionally, a department mask. After you have selected the employees to include on the report, you may specify the state and/or local tax table to report. If you do not enter a state or local tax table number mask, the system will print the report for all employees that have been paid during the current quarter.

If you enter a state tax table number mask, the system will only include those employees that have a tax table set up in either the **SIT Table** or **Additional SIT Table** which matches the mask. If you enter a local tax table number mask, the system will only include those employees that have a tax table set up in either the **LIT Table** or **Additional LIT Table** which matches the mask. If you enter both masks, the employees included must match both masks.

The **Employee Accumulator** provides you with information on accumulating data for Special Pay Types. These pay types must have been defined in the ***"Change Accumulating Data"*** option in the Set up Employee screen. When you specify a Special Pay Type number in the **Employee Accumulator** field, the system will report the Q-T-D information for each employee that has this special pay type number defined in the ***"Change Accumulating Data"*** screen.

If you do not specify an **Employee Accumulator** mask, the system will exclude any special pay type information from printing on the report. Using the masks, you may print the report for all employees, or only those employees taxed in a specific state or local area. The masks entered will also be included in the title of the report.

You may also choose to print a detailed or non-detailed report. The detailed report will print both SIT and LIT Table amounts and the totals. If the tax table does not match the mask entered, the amount will be printed as **N/A**. The non-detailed report will only print the total of the SIT and LIT amounts.

Field Names:

- Employee Number & Name
- Social Security Number
- Gross Wages
- Social Security Wages
- Medicare Wages
- Weeks Worked
- S. S. Amount
- Medi. Amount
- FIT Amount
- SIT Table Number
- SIT Amount
- LIT Table Number
- LIT Amount
- Accumulator Number
- Accumulator Amount
- Totals

Quarterly Pay Summary

Infinity POWER Sample Company, Inc. — Page 1
Quarterly Pay Summary — (4) 04/28/2006

Employee	S. S. #	Gross Wages	S.S. Wages / Medi Wages	Weeks	S.S. Amount / Medi Amount	FIT Amount	SIT	SIT Amount	LIT	LIT Amount
CON-106	265-28-2411	$22,485.00	$23,925.00	4	$1,483.35	$493.50	CTA-3:	$0.00	MO-S:	$753.00
Conners, Charles S.			$23,925.00		$346.92			$0.00		$0.00
								$0.00		$753.00 *
ELL-104	257-85-8442	$2,687.34	$2,821.00	6	$174.90	$102.59	FL:	$0.00		$0.00
Elliot, Frank			$2,821.00		$40.90			$0.00		$0.00
								$0.00		$0.00 *
FRA-102	184-22-8451	$2,621.16	$2,621.16	6	$162.51	$95.97	FL:	$0.00		$0.00
Franklin, Albert T.			$2,621.16		$38.00			$0.00		$0.00
								$0.00		$0.00 *
FRI-109	223-10-8880	$2,949.00	$2,949.00	13	$182.85	$68.64	FL:	$0.00		$0.00
Jack Friedman			$2,949.00		$42.75			$0.00		$0.00
								$0.00		$0.00 *
GOR-107	265-88-1242	$1,767.51	$1,904.31	6	$118.08	$122.64	FL:	$0.00		$0.00
Gordon, Jim			$1,904.31		$27.60			$0.00		$0.00
								$0.00		$0.00 *
HAR-101	455-12-8867	$5,139.39	$5,639.40	13	$349.65	$343.95	FL:	$0.00		$0.00
Harris, Susan			$5,639.40		$81.78			$0.00		$0.00
								$0.00		$0.00 *
MAG-108	410-67-1038	$2,292.00	$2,472.00	13	$153.27	$29.19	FL:	$0.00		$0.00
Bill Maquire			$2,472.00		$35.85			$0.00		$0.00
								$0.00		$0.00 *
ROU-103	223-41-8441	$12,831.51	$13,100.85	13	$812.25	$2,031.63	FL:	$0.00		$0.00
Rouse, Stan			$13,100.85		$189.96			$0.00		$0.00
								$0.00		$0.00 *
WRI-105	264-15-4354	$2,267.01	$2,399.31	6	$148.75	$97.47	FL:	$0.00		$0.00
Wright, Ron			$2,399.31		$34.79			$0.00		$0.00
								$0.00		$0.00 *
** Totals:		$55,039.92	$57,832.03	80	$3,585.61	$3,385.58		$0.00		$753.00
			$57,832.03		$838.55					

* Number of records printed: 9

Annual Pay Summary (PR0205)

This report provides an annual summary by employee of all Taxable Wages, FICA Wages, Social Security, Medicare, FIT, SIT, and LIT. This report may be selected by department and/or state.

This report provides you with the information necessary to file your payroll tax reports annually. When you select this option, you will be asked for the range of employees and, optionally, a department mask. After you have selected the employees to include on the report, you may specify the state and/or local tax table to report. If you do not enter a state or local tax table number mask, the system will print the report for all employees that have been paid during the current year.

If you enter a state tax table number mask, the system will only include those employees that have a tax table set up in either the **SIT Table** or **Additional SIT Table** which matches the mask. If you enter a local tax table number mask, the system will only include those employees that have a tax table set up in either the **LIT Table** or **Additional LIT Table** which matches the mask. If you enter both masks, the employees included must match both masks.

The **Employee Accumulator** provides you with information on accumulating data for Special Pay Types. These pay types must have been defined in the ***"Change Accumulating Data"*** option in the Set up Employee screen. When you specify a Special Pay Type number in the **Employee Accumulator** field, the system will report the Y-T-D information for each employee that has this special pay type number defined in the ***"Change Accumulating Data"*** screen.

If you do not specify an **Employee Accumulator** mask, the system will exclude any special pay type information from printing on the report. Using the masks, you may print the report for all employees, or only those employees taxed in a specific state or local area. The masks entered will also be included in the title of the report. You may also choose to print a detailed or non-detailed report. The detailed report will print both SIT and LIT Table amounts and the totals. If the tax table does not match the mask entered, the amount will be printed as **N/A**. The non-detailed report will only print the total of the SIT and LIT amounts.

Field Names:

- Employee Number & Name
- Social Security Number
- Gross Wages
- Social Security Wages
- Medicare Wages
- Weeks Worked
- S.S. Amount
- Medi. Amount
- FIT Amount
- SIT Table Number
- SIT Amount
- LIT Table Number
- LIT Amount
- Accumulator Number
- Accumulator Amount
- Totals

Annual Pay Summary

Infinity POWER Sample Company, Inc.
Annual Pay Summary

Page 1
(4) 04/28/2006

Employee	S. S. #	Gross Wages	S.S. Wages Medi Wages	Weeks	S.S. Amount Medi Amount	FIT Amount	SIT	SIT Amount	LIT	LIT Amount
CON-106	265-28-2411	$65,824.10	$70,040.00	16	$4,342.48	$1,317.41	CTA-3:	$0.00	MO-S:	$2,184.00
Conners, Charles S.			$70,040.00		$1,015.60			$0.00		$0.00
								$0.00		$2,184.00 *
ELL-104	257-85-8442	$8,730.44	$9,166.50	20	$568.30	$319.24	FL:	$0.00		$0.00
Elliot, Frank			$9,166.50		$132.88			$0.00		$0.00
								$0.00		$0.00 *
FRA-102	184-22-8451	$8,130.76	$8,130.76	20	$504.10	$259.27	FL:	$0.00		$0.00
Franklin, Albert T.			$8,130.76		$117.87			$0.00		$0.00
								$0.00		$0.00 *
FRI-109	223-10-8880	$9,830.00	$9,830.00	43	$609.50	$228.80	FL:	$0.00		$0.00
Jack Friedman			$9,830.00		$142.50			$0.00		$0.00
								$0.00		$0.00 *
GOR-107	265-88-1242	$5,891.70	$6,347.70	20	$393.60	$408.80	FL:	$0.00		$0.00
Gordon, Jim			$6,347.70		$92.00			$0.00		$0.00
								$0.00		$0.00 *
HAR-101	455-12-8867	$17,131.30	$18,798.00	43	$1,165.50	$1,146.50	FL:	$0.00		$0.00
Harris, Susan			$18,798.00		$272.60			$0.00		$0.00
								$0.00		$0.00 *
MAG-108	410-67-1038	$7,640.00	$8,240.00	43	$510.90	$97.30	FL:	$0.00		$0.00
Bill Maquire			$8,240.00		$119.50			$0.00		$0.00
								$0.00		$0.00 *
ROU-103	223-41-8441	$38,494.53	$39,302.55	39	$2,436.75	$6,094.89	FL:	$0.00		$0.00
Rouse, Stan			$39,302.55		$569.88			$0.00		$0.00
								$0.00		$0.00 *
WRI-105	264-15-4354	$6,681.33	$7,071.93	18	$438.44	$280.44	FL:	$0.00		$0.00
Wright, Ron			$7,071.93		$102.55			$0.00		$0.00
								$0.00		$0.00 *
** Totals:		$168,354.16	$176,927.44	262	$10,969.57	$10,152.65		$0.00		$2,184.00
			$176,927.44		$2,565.38					

* Number of records printed: 9

Departmental Expense Summary (PR0206)

This report provides a 12 month or 13 period summary of all wages and expenses charged to each department, depending on your company's fiscal period configuration.

This report provides a monthly trend analysis of the wages and expenses allocated to your departments. You may select a range of departments to include.

Field Names:

- Department Number & Description
- Wages & Expenses for each period of the year
- Totals
- Grand Totals

Departmental Expense Summary

Infinity POWER Sample Company, Inc.
Departmental Expense Summary

Page 1
(4) 04/28/2006

Department Description / Department	01/2006 / 07/2006	02/2006 / 08/2006	03/2006 / 09/2006	04/2006 / 10/2006	05/2006 / 11/2006	06/2006 / 12/2006	
Adminstration	$9,311.74	$6,150.85	$6,124.60	$9,259.82	$0.00	$0.00	
ADMIN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
				* Total:		$30,847.01	*
General Labor	$26,282.76	$21,687.54	$22,232.61	$32,685.30	$0.00	$0.00	
GEN. LABOR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
				* Total:		$102,888.21	*
Management	$14,557.84	$9,646.64	$4,823.32	$14,627.08	$0.00	$0.00	
MANAGEMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
				* Total:		$43,654.88	*
Sales Department	$6,554.72	$4,416.48	$4,416.48	$6,484.72	$0.00	$0.00	
SALES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
				* Total:		$21,872.40	*
** Grand Totals:	$56,707.06	$41,901.51	$37,597.01	$63,056.92	$0.00	$0.00	
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
				** Total:		$199,262.50	**

* Number of records printed: 4

Special Pay Type Register (PR0211)

This report provides special pay accumulator information for all employees in one of the following formats: Current, MTD, QTD or YTD. This report can be printed in either detailed or non-detailed format.

This report can be very beneficial to employers who provide health care and retirement benefits to their employees and need a summary of the deductions for management purposes. Upon selecting this option, you will be prompted to enter the beginning and ending pay types. If desired, select a sort by field, then, click on the **"Start"** button to validate. A new screen will be displayed where you may select the desired reporting period. Your choices are:

- **Current Pay Period**
- **Month-to-Date**
- **Quarter-to-Date**
- **Year-to-Date**

Next, select the type of report you would like to run, either:

Detailed or **Non-detailed**

After your report has printed, you will be returned to the previous screen, where you may select another reporting period or type of report to print.

Field Names:

Detailed

- Special Pay Type Number
- Description
- Employee #
- Social Security Number
- Name
- Amount *(Current, MTD, QTD or YTD)*

Non-Detailed

- Special Pay Type Number
- Description
- Amount *(Current, MTD, QTD or YTD)*

Special Pay Type Register (Non-Detailed)

Infinity POWER Sample Company, Inc.
Special Pay Type Register
(Year-to-Date)

Page 1
(4) 04/28/2006

Number	Description	Amount
125	125i Benefit Plan	$9,250.37
401	D 401K Deduction	$8,573.28
den	Dental	$413.00
FIT	Additional FIT	$100.00
LIF	Life Insurance	$602.96

* Number of records printed: 5

Special Pay Type Register (Detailed)

Infinity POWER Sample Company, Inc.
Special Pay Type Register
(Year-to-Date)

Page 1
(4) 04/28/2006

Number / Employee #	Description / SS#	Name	Amount
125	125i Benefit Plan		
CON-106	265-28-2411	Conners, Charles S.	$225.00
ELL-104	257-85-8442	Elliot, Frank	$1,735.00
FRA-102	184-22-8451	Franklin, Albert T.	$232.00
FRI-109	223-10-8880	Jack Friedman	$170.00
GOR-107	265-88-1242	Gordon, Jim	$1,252.30
HAR-101	455-12-8867	Harris, Susan	$2,035.30
MAG-108	410-67-1038	Bill Maquire	$1,760.00
ROU-103	223-41-8441	Rouse, Stan	$1,100.70
WRI-105	264-15-4354	Wright, Ron	$740.07
Total for pay type	125		$9,250.37
401	D 401K Deduction		
CON-106	265-28-2411	Conners, Charles S.	$4,215.90
ELL-104	257-85-8442	Elliot, Frank	$436.06
GOR-107	265-88-1242	Gordon, Jim	$456.00
HAR-101	455-12-8867	Harris, Susan	$1,666.70
MAG-108	410-67-1038	Bill Maquire	$600.00
ROU-103	223-41-8441	Rouse, Stan	$808.02
WRI-105	264-15-4354	Wright, Ron	$390.60
Total for pay type	401		$8,573.28
den	Dental		
CON-106	265-28-2411	Conners, Charles S.	$171.90
ELL-104	257-85-8442	Elliot, Frank	$126.70
GOR-107	265-88-1242	Gordon, Jim	$114.40
Total for pay type	den		$413.00
FIT	Additional FIT		
HAR-101	455-12-8867	Harris, Susan	$100.00

Infinity POWER Sample Company, Inc.
Special Pay Type Register
(Year-to-Date)

Page 2
(4) 04/28/2006

Number / Employee #	Description / SS#	Name	Amount
Total for pay type	FIT		$100.00
LIF	Life Insurance		
CON-106	265-28-2411	Conners, Charles S.	$102.96
FRI-109	223-10-8880	Jack Friedman	$500.00
Total for pay type	LIF		$602.96

* Number of records printed: 5

Employee Hours Report (PR0220)

This report provides total hours paid for either a range of employees or a single employee. You may select beginning and end dates to narrow the scope of your report. The report can be printed in either detailed or non-detailed format.

This report can be very beneficial to employers in reporting hours worked to local tax authorities, union stewards, or other regulatory agencies. Upon selecting this option, you will be prompted to enter the beginning and ending employees to be considered in the tabulation of total hours on this report. To select sort sequence criteria, you must either right mouse click the selection scroll view, or click the **Down Arrow *(F2 by default)*** when filling in the appropriate entry in the beginning employee and ending employee fields and then select one of the following three options using a left mouse click:

- **Employee Number**
- **Name**
- **Department**

You then may select the report type; non-detailed, detailed or total hours. You will then be given the opportunity to mask by department number.

Field Names:

Detailed

-Employee Number
- Employee Name
- Check Dates
- Regular Hours
- Overtime Hours
- Double Time Hours
- Holiday/Personal Hours
- Vacation
- Sick Time
- Unexcused
- Misc.

Total Hours

- Employee Number
- Employee Name
- Check Dates
- Regular Hours
- Overtime Hours
- Double Time Hours
- Holiday/Personal Hours
- Vacation
- Sick Time
- Unexcused
- Misc.

Non-Detailed

- Employee Number
- Employee Name
- Check Dates
- Regular Hours
- Overtime Hours
- Double Time Hours
- Holiday/Personal Hours
- Vacation
- Sick Time
- Unexcused
- Misc.

Employee Hours Report

Infinity POWER Sample Company, Inc. — Page 1
Employee Hours Report — (4) 04/28/2006
(Summary - 04/01/2006 to 04/28/2006)

Employee	Check Date	Regular	Overtime	Double	Holiday	Personal	Vacation	Sick Time	Unexcused	Misc.
ELL-104		240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Elliot, Frank		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	240.00	Weeks Worked:	6.02				Personal Hours:		0.00
FRA-102		253.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Franklin, Albert T.		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	253.00	Weeks Worked:	6.02				Personal Hours:		0.00
FRI-109		519.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jack Friedman		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	519.99	Weeks Worked:	13.04				Personal Hours:		0.00
GOR-107		240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gordon, Jim		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	240.00	Weeks Worked:	6.02				Personal Hours:		0.00
HAR-101		519.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Harris, Susan		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	519.99	Weeks Worked:	13.04				Personal Hours:		0.00
MAG-108		519.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bill Maquire		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	519.99	Weeks Worked:	13.04				Personal Hours:		0.00
ROU-103		519.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rouse, Stan		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	519.99	Weeks Worked:	13.04				Personal Hours:		0.00
WRI-105		240.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wright, Ron		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	248.00	Weeks Worked:	6.02				Personal Hours:		0.00
* Report Totals:		3,052.96	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00			0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked:	3,060.96						Personal Hours:		0.00

* Number of records printed: 8

Infinity POWER Sample Company, Inc. Page 1
Employee Hours Report (4) 04/28/2006
(Total Hours - 04/01/2006 to 04/28/2006)

Employee #	Employee Name	Hours <— Personal	Hours —> Worked
ELL-104	Elliot, Frank	0.00	240.00
FRA-102	Franklin, Albert T.	0.00	253.00
FRI-109	Jack Friedman	0.00	519.99
GOR-107	Gordon, Jim	0.00	240.00
HAR-101	Harris, Susan	0.00	519.99
MAG-108	Bill Maquire	0.00	519.99
ROU-103	Rouse, Stan	0.00	519.99
WRI-105	Wright, Ron	0.00	248.00
* Report Totals:		0.00	3,060.96

* Number of records printed: 8

PERSONNEL REPORTS

Four reports are available by selecting the Personnel Reports menu option:

- **Employee Pay Review Reminder**
- **Employee Pay Review**
- **Employee Personal Time Balance**
- **Employee Comments Report**

Each report is discussed on the following pages.

Employee Pay Review Reminder (PR0207)

This option allows you to print a listing of all employees who are approaching the scheduled time for their next review. Simply provide the review date range and the system will prioritize the report in review date order.

This report may be used by management to prepare for the employee pay reviews. Enter the range of employees and, optionally, a department mask. Specify the number of employees to include, then, select a beginning and ending date range. The system will only include employees that have a review date scheduled and within the specified date range.

The system will then sort the employees within the date range in review date order and then print the report for the maximum number of employees specified. This report may then be used as a scheduling tool to print the ***"Employee Pay Review"*** forms as the review date approaches.

Field Names:

- Employee Number
- Employee Name
- Social Security Number
- Department
- Hourly/Salary
- Start Date
- Date of Last Review
- Next Review Date
- Comments

Employee Pay Review Reminder

Infinity POWER Sample Company, Inc.
Employee Pay Review Reminder
Review Dates 01/01/2006 to 12/31/2006

Page 1
(4) 04/28/2006

Employee #	Name	S.S. #	Department	H/S	Start Date	Last Review	Review Date
GOR-107	Gordon, Jim	265-88-1242	ADMIN	H	05/06/2003	09/05/2005	02/28/2006
ELL-104	Elliot, Frank Best employee on staff.	257-85-8442	GEN. LABOR	H	07/10/2003	12/31/2005	03/31/2006
FRA-102	Franklin, Albert T. Mostly Carpentry work.	184-22-8451	GEN. LABOR	H	01/11/2003	11/30/2005	04/03/2006
CON-106	Conners, Charles S. Can use in many areas.	265-28-2411	GEN. LABOR	H	02/20/2003	05/01/2005	05/15/2006
HAR-101	Harris, Susan Bookkeeper	455-12-8867	ADMIN	S	06/01/2003	12/31/2005	06/30/2006
FRI-109	Jack Friedman	223-10-8880	SALES	S	03/06/2003	07/01/2005	07/03/2006
WRI-105	Wright, Ron Can use in many areas.	264-15-4354	GEN. LABOR	H	02/20/2003	02/28/2006	09/01/2006
ROU-103	Rouse, Stan Promoted to foreman 09/25/94.	223-41-8441	MANAGEMENT	H	03/15/2003	10/31/2005	10/01/2006
MAG-108	Bill Maquire	410-67-1038	SALES	S	09/29/2003	01/01/2006	12/31/2006

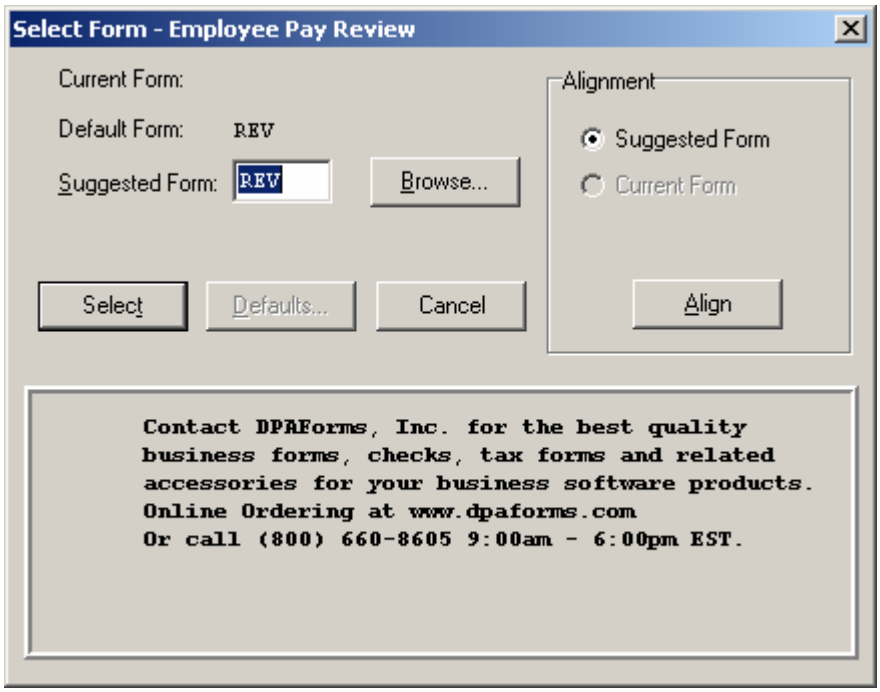
* Number of records printed: 9

Employee Pay Review (PR0208)

This option allows you to print an Employee Performance/Pay Review worksheet. You may select the employees and review date ranges and a worksheet will be generated for all employees scheduled for review within the specified range.

As each employee's pay review date approaches ***(based on the "Employee Pay Review Reminder" report)***, you may use this option to print the pay review worksheets. Select the range of employees, and, optionally, a department mask. You may then specify the beginning and ending pay review dates to include. The worksheet, or form, that this option uses is the form set up in the Master Configuration.

When you select this option, the form specified in the Master Configuration will appear.



Click on **"Select"** to continue or **"Align"** to test the alignment of the form to the printer. **"Cancel"** will return you to the Menu Bar.

Field Names:

- Employee Number
- Employee Name
- Social Security Number
- Department
- Start Date
- Date of Last Review
- Current Pay Rate
- Next Review Date
- Other fields depend on form specified

Employee Pay Review

* * * EMPLOYEE REVIEW FORM * * *

Infinity POWER Sample Company, Inc.
04/28/2006

Employee: ROU-103
Rouse, Stan
223-41-8441

Department : Management
Start Date : 03/15/2003
Last Review : 10/31/2005
Current Rate: $25.90
Review Date : 10/01/2006

PERFORMANCE:

ATTENDANCE:

POTENTIAL:

COMMENTS:

RECOMMENDATION:

Supervisor: _____ Date: _____

Employee : _____ Date: _____

Employee Personal Time Balance (PR0209)

This report provides a quick listing by employee of their current personal time balances ***(e.g., Vacation, Sick, etc.)***. This option allows you to select a range of employees and, optionally, a department mask and that will print a report displaying the personal time balances for each employee. The personal time categories are the last five **(11-15)** time categories set up in the Master Configuration.

Field Names:

- Employee Number
- Employee Name
- Personal Time Balances (For the five categories specified as personal time in the Master Configuration)

Employee Personal Time Balance

Infinity POWER Sample Company, Inc.
Employee Personal Time Balance

Page 1
(4) 04/28/2006

Number	Description	Personal	Vacation	Sick Time	Unexcused	Misc.
CON-106	Conners, Charles S.	20.00	60.00	8.00	8.00	0.00
ELL-104	Elliot, Frank	28.00	60.00	8.00	0.00	12.00
FRA-102	Franklin, Albert T.	16.00	24.00	8.00	0.00	0.00
FRI-109	Jack Friedman	8.00	42.00	8.00-	0.00	0.00
GOR-107	Gordon, Jim	16.00	40.00	16.00	0.00	0.00
HAR-101	Harris, Susan	12.00	40.00	20.00	0.00	0.00
MAG-108	Bill Maquire	16.00	36.00	0.00	0.00	0.00
ROU-103	Rouse, Stan	54.00	70.00	8.00	8.00	1.00-
WRI-105	Wright, Ron	20.00	80.00	8.00	8.00	0.00

* Number of records printed: 9

Employee Comments Report (PR0219)

This option allows you to print all employee personnel comments by employee for a specific date range. When you select this option, you will be asked for the range of employees, and, optionally, a department mask. You may then enter the date range of personnel comments to include. The system will then print each employee that has comments in the specified range and the list of comments.

Field Names:

- Employee Name & Number
- Comment Date
- Comments

Employee Comments Report

Infinity POWER Sample Company, Inc. Page 1
Employee Comment Report (4) 04/28/2006

Employee	Date	Comment
CON-106	Conners, Charles S.	
	03/07/2006	Solid Performance and had a good review.
	04/12/2006	Won an award by an industry group last month.
ELL-104	Elliot, Frank	
	03/09/2006	Consistently late to work. Meeting to deal with
	03/09/2006	issue. He says he will be better.
HAR-101	Harris, Susan	
	03/29/2006	Susam is taking a few days for medical exams in
	03/29/2006	May. She shouldn't be out of the office long.

* Number of records printed: 3

TAX REPORTS

Three tax reports, the printing of W-2s, and the printing of Certified Payroll reports are available by selecting the Tax Reports menu option:

- **Unemployment Tax Reports**
- **Monthly Workers' Comp. Report**
- **Quarterly Pay Summary (for 941)**
- **Government W-2 Reporting**
- **Print Certified Payroll**

Each report/form is discussed on the following pages.

Unemployment Tax Reports (PR0210)

This option allows you to generate Monthly, Quarterly, and/or Annual Federal **(FUTA)** and State **(SUTA)** Unemployment Tax Liability Reports. These reports provide totals by employee and may be selected for individual states for wages subject to **FUTA** and **SUTA**. A summarized version known as a Wage Summary is also available. This variation provides wage information on each employee. This particular version of the report is in a format, which corresponds to the filing requirements of several states.

These reports provide you with the information necessary to file your Federal and State Unemployment Tax Liability reports. When you select this option, the system will ask you for the range of employees to include and optionally, a department mask. The system will then display a screen and prompt you for the reporting basis, state mask and report format. The first item you must enter is the reporting basis. Select **Monthly**, **Quarterly**, or **Annually**, respectively.

The second item is the state mask. If you do not enter the state mask, the system will include all selected employees that have been paid during the reporting period. If you enter a state mask, the system will include only those select employees whose SIT or Additional SIT tax tables match the mask.

NOTE

If you have employees working in a state which requires you to use the SIT and Add. SIT tax tables to calculate the state tax, the system will use the unemployment tax information set up in the first **(SIT)** tax table to perform the necessary calculations. The "Special Adjustment" field on this report is the special deduction **(401K)** which is exempt from federal tax, however, is subject to FUTA and SUTA.

This amount will be retrieved from the employee's accumulator which has been set to **"Adjust FUTA Wages"** and/or **"Adjust SUTA Wages"** within the special pay type number. This accumulator amount will be added to the gross taxable wages amount to calculate the wages subject to FUTA and SUTA.

A key item to select is the report format type. If you choose **"Tax Detail,"** the system will print the Unemployment information in detail. If you choose **"Wage Summary,"** the system will print the Unemployment information necessary to complete most quarterly unemployment Wage Summary reports.

Florida users can use this option to create the necessary file for use with the **Florida EasyLink** electronic mailbox provided by the State of Florida. This option is compatible with the **Florida Electronic Filing Unemployment Tax Reporting (UTC-6)**. This will eliminate manually keying in employee information to the state's system each quarter.

The **Florida Department of Revenue (DOR)** requires any employer with a Payroll of ten **(10)** employees or more or any **"person"** who prepared and reported on behalf of five or more employers to convert to either the Florida **MMREF-1** electronic filing or the State of Florida's free Internet site.

The first step is to enroll for **"e-services."** You may enroll on the Department of Revenue web site at www.myflorida.com/dor and select the option ***"Enroll for e-Services."*** Below the ***"e-Services"*** heading, select ***"Enrollment/Authorization," "File and Pay"*** and follow the steps accordingly.

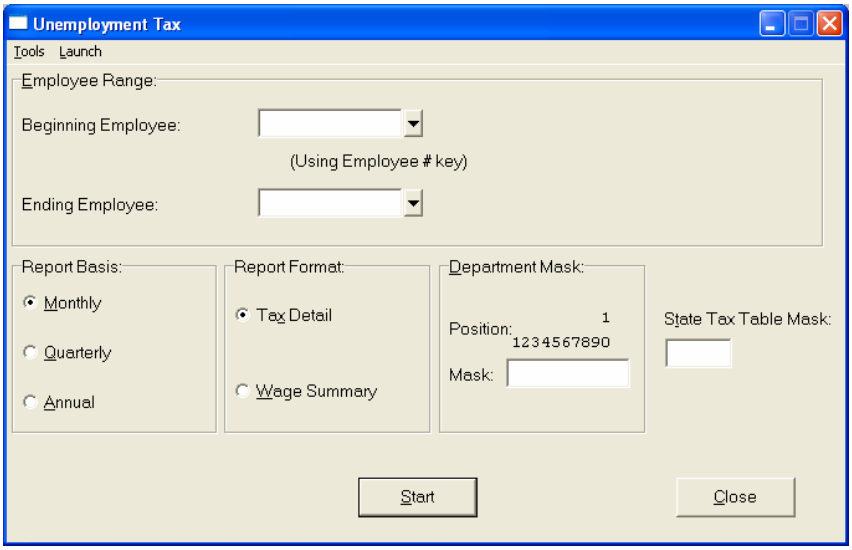
You must enroll on the Department of Revenue web site and select the "Software Filing Method." You will be mailed or faxed your **"user-ID"** and **"password"** and the instructions for downloading, installing and configuring the free EasyLink electronic mailbox and if applicable, the transfer of your **Florida MMREF-1 file (UTC-6)** using the Internet or the dial-up modem with EasyLink.

Please note that this process may take up to three weeks!!! Customers may still manually key in the information on the free web site provided by the State of Florida.

Once you have all of your components and registration in place, follow these instructions to complete your update to the State of Florida.

First, set your system date to the **"last day of each quarter"** as applicable.

Select from the Reports menu in Payroll, "Tax," "Unemployment Tax." The following screen will appear:



Enter the range of Employees to be included in the report ***(normally first and last records for all employees)***.

Specify **"Quarterly"** as the Report Basis.

The **"Report Format"** can be either Tax Detail or Wage Summary. Wage Summary is normal.

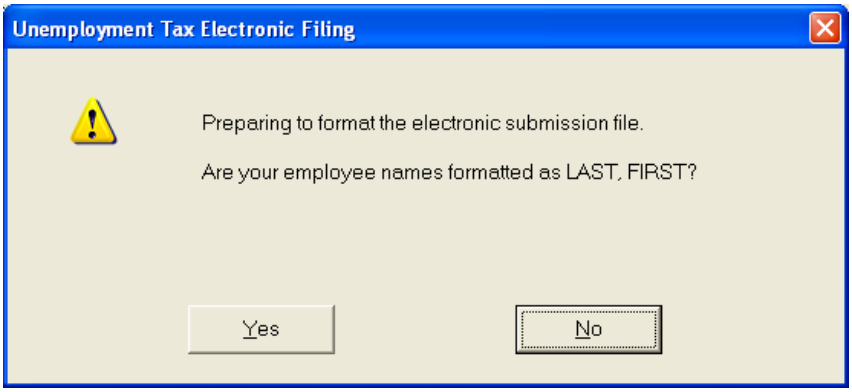
No Department Mask is required if you are reporting for the entire company.

Specify **(FL)** in the State Tax Table Mask for Florida Reporting.

Click on **"Start."**

The system will prompt for which **"Output Device"** to send the report. You may send it to your normal printer so you have an audit trail which is highly recommended or to the Display or a Text File. This is in addition to the file that will be automatically created when this option is completed.

When you click **"OK"** after selecting the Output device, the following screen will appear:


Unemployment Tax Electronic Filing
Preparing to format the electronic submission file.
Are your employee names formatted as LAST, FIRST?
Yes
No

Answer **(Y)**es or **(N)**o to verify the formatting of your employee names. Once you click on either selection, the report will be printed to the printer and the file automatically generated to the program directory where your programs are located **(i.e. C:\POWER)**. The filename is: **UTmmddyy.txt** ***(mm being month, dd being day and yy being year)***.

If you have any questions, contact **Data Pro Support** at **(727) 803-1550** or the **E-Services Unit** of the State of Florida at **(800) 482-8293** and select **Option #6**, then **Option #3**. Or, via e-mail at **e-services@dor.state.fl.us.**

Field Names:

- Employee Name & Number
- Social Security Number
- Gross Wages
- Special Adjustment
- Weeks Worked
- FUTA Limit
- FUTA Wages
- FUTA %
- FUTA Tax
- SUTA Limit
- SUTA Wages
- SUTA %
- SUTA Tax
- Totals

Unemployment Tax Reports

Infinity POWER Sample Company, Inc. — Page 1
Monthly Unemployment Tax Report — (4) 04/28/2006

Employee	S. S. #	Weeks	Gross Wages	FUTA Adj. SUTA Adj.	Gross FUTA Gross SUTA	Over Limit Over Limit	FUTA Wages SUTA Wages	FUTA % SUTA %	FUTA Tax SUTA Tax
CON-106	265-28-2411	4	$24,000.00	$0.00	$24,000.00	$24,000.00	$0.00	0.8000 %	$56.00
Conners, Charles S.				$0.00	$24,000.00	$24,000.00	$0.00	3.1000 %	$248.00
ELL-104	257-85-8442	6	$3,341.50	$0.00	$3,341.50	$3,341.50	$0.00	0.8000 %	$8.64
Elliot, Frank				$0.00	$3,341.50	$3,341.50	$0.00	2.7000 %	$29.16
FRA-102	184-22-8451	6	$2,690.76	$0.00	$2,690.76	$1,362.76	$1,328.00	0.8000 %	$16.87
Franklin, Albert T.				$0.00	$2,690.76	$1,362.76	$1,328.00	2.7000 %	$56.92
FRI-109	223-10-8880	13	$3,000.00	$0.00	$3,000.00	$3,000.00	$0.00	0.8000 %	$8.00
Jack Friedman				$0.00	$3,000.00	$3,000.00	$0.00	2.7000 %	$27.00
GOR-107	265-88-1242	6	$2,280.00	$0.00	$2,280.00	$600.00	$1,680.00	0.8000 %	$18.24
Gordon, Jim				$0.00	$2,280.00	$600.00	$1,680.00	2.7000 %	$61.56
HAR-101	455-12-8867	13	$6,249.99	$0.00	$6,249.99	$6,249.99	$0.00	0.8000 %	$16.67
Harris, Susan				$0.00	$6,249.99	$6,249.99	$0.00	2.7000 %	$56.25
MAG-108	410-67-1038	13	$3,000.00	$0.00	$3,000.00	$3,000.00	$0.00	0.8000 %	$8.00
Bill Maquire				$0.00	$3,000.00	$3,000.00	$0.00	2.7000 %	$27.00
ROU-103	223-41-8441	13	$13,467.75	$0.00	$13,467.75	$13,467.75	$0.00	0.8000 %	$35.91
Rouse, Stan				$0.00	$13,467.75	$13,467.75	$0.00	2.7000 %	$121.21
WRI-105	264-15-4354	6	$2,646.00	$0.00	$2,646.00	$812.00	$1,834.00	0.8000 %	$21.17
Wright, Ron				$0.00	$2,646.00	$812.00	$1,834.00	2.7000 %	$71.44
** Totals:		80	$60,676.00	$0.00	$60,676.00	$55,834.00	$4,842.00		$189.50
				$0.00	$60,676.00	$55,834.00	$4,842.00		$698.54

* Number of records printed: 9

MONTHLY WORKER'S COMPENSATION REPORT (PR0224)

This option allows you to print a report showing the information necessary to report your monthly Workers' Compensation information. This report will subtotal, by state, and provide breakouts by WC Class.

This report provides you with the information necessary to calculate and pay your monthly workers' compensation insurance premiums. When you select this option, the system will immediately begin printing a report of all WC Classes, subtotaling by state, and the insurance premiums for each.

Field Names:

- State
- Class
- Description
- Regular Pay
- Overtime Pay
- Regular Portion of Overtime Pay
- Applicable Pay
- Rate
- Amount
- Totals

Monthly Workers' Compensation Report

Infinity POWER Sample Company, Inc. — Page 1
Worker's Compensation Report — (4) 04/28/2006

State	Class	Description	Regular Pay	Overtime Pay	Reg. Part of O.T.	Applicable Pay	Rate	Amount
FL	2	Framing Labor	$26,690.76	$0.00	$0.00	$26,690.76	2.50 %	$667.27
	3	Roofing Labor	$13,467.75	$0.00	$0.00	$13,467.75	5.75 %	$774.40
	5	Electric Labor	$6,341.50	$0.00	$0.00	$6,341.50	4.75 %	$301.22
	9	General	$14,049.99	$126.00	$84.00	$14,133.99	0.10 %	$14.13
		* Totals:	$60,550.00	$126.00	$84.00	$60,634.00		$1,757.02

* Number of records printed: 4

Quarterly Pay Summary (for 941) (PR0226)

This report is a one page Pay Summary of the Quarterly 941 taxable wages, taxes withheld and advanced EIC payments made to employees. The information is listed in the same format as the 941 Tax Form.

This report provides you with the information necessary to file your payroll tax reports quarterly ***(Tax Form 941)***. When you select this option, you will be prompted for the range of employees and optionally, a department mask. The summary information will be accumulated from each employee's historical wages. The bottom detailed portion will be accumulated from the transaction detail file.

NOTE

Special Pay Types set up with a W-2 Reporting **Category 4 *"Deferred Comp. (401K)"*** and with **Category 9 *"Section 125 Plan"*** are **NOT** included as wages on this report.

Field Names:

- Gross Taxable Wages
- FIT Tax Amount
- Taxable Social Security Wages
- Taxable Social Security Tip Wages
- Taxable Medi. and Tips Wages
- Total Social Security Tip Tax Amount
- Total Taxes Withheld
- Advanced EIC Payments
- Net Taxes
- Employer ID Number
- Date Quarter Ended
- Description *(for each report category)*
- Daily Tax Liability
  - First Month of Quarter
  - Second Month of Quarter
  - Third Month of Quarter
- Total for months
- Total for quarter

Quarterly Pay Summary (for 941)

Infinity POWER Sample Company, Inc.
Quarterly Pay Summary (For 941)

Page 1
(4) 04/28/2006

Employer ID Number: 69-7482328 Date Quarter Ended: 06/30/2006

Description			Amount
Total wages and tips subject to withholding			$55,039.92
Total income tax withheld from wages, tips, etc			$3,385.58
Taxable S.S. wages	$57,832.03	x 12.40%	$7,171.17
Taxable S.S. tips	$0.00	x 12.40%	$0.00
Taxable Medi wages and tips	$57,832.03	x 2.90%	$1,677.13
Total Social Security and Medicare taxes			$8,848.30
Total taxes			$12,233.88
Advanced EIC payments made to employees			$0.00
Net taxes			$12,233.88

Total number of employees included in this report is: 9

Infinity POWER Sample Company, Inc. Page 2
Quarterly Pay Summary (For 941) (4) 04/28/2006

Employer's Record of Federal Tax Liability (Schedule B)

Employer ID Number: 69-7482328 Date Quarter Ended: 06/30/2006

A. Daily Tax Liability -- First Month of Quarter

1	$4,029.54	8	$0.00	15	$4,029.54	22	$0.00	29	$0.00
2	$0.00	9	$0.00	16	$0.00	23	$0.00	30	$0.00
3	$0.00	10	$0.00	17	$0.00	24	$0.00	31	$0.00
4	$0.00	11	$0.00	18	$0.00	25	$0.00		
5	$0.00	12	$0.00	19	$0.00	26	$0.00		
6	$0.00	13	$0.00	20	$0.00	27	$0.00		
7	$0.00	14	$0.00	21	$0.00	28	$4,174.82		

Total Tax Liability for First Month of Quarter $12,233.90

B. Daily Tax Liability -- Second Month of Quarter

1	$0.00	8	$0.00	15	$0.00	22	$0.00	29	$0.00
2	$0.00	9	$0.00	16	$0.00	23	$0.00	30	$0.00
3	$0.00	10	$0.00	17	$0.00	24	$0.00	31	$0.00
4	$0.00	11	$0.00	18	$0.00	25	$0.00		
5	$0.00	12	$0.00	19	$0.00	26	$0.00		
6	$0.00	13	$0.00	20	$0.00	27	$0.00		
7	$0.00	14	$0.00	21	$0.00	28	$0.00		

Total Tax Liability for Second Month of Quarter $0.00

C. Daily Tax Liability -- Third Month of Quarter

1	$0.00	8	$0.00	15	$0.00	22	$0.00	29	$0.00
2	$0.00	9	$0.00	16	$0.00	23	$0.00	30	$0.00
3	$0.00	10	$0.00	17	$0.00	24	$0.00	31	$0.00
4	$0.00	11	$0.00	18	$0.00	25	$0.00		
5	$0.00	12	$0.00	19	$0.00	26	$0.00		
6	$0.00	13	$0.00	20	$0.00	27	$0.00		
7	$0.00	14	$0.00	21	$0.00	28	$0.00		

Total Tax Liability for Third Month of Quarter $0.00

Total for Quarter $12,233.90

PRINT W-2 FORMS (PR0212)

This option allows you to print your year-end government W-2 Forms on preprinted W-2 Forms.

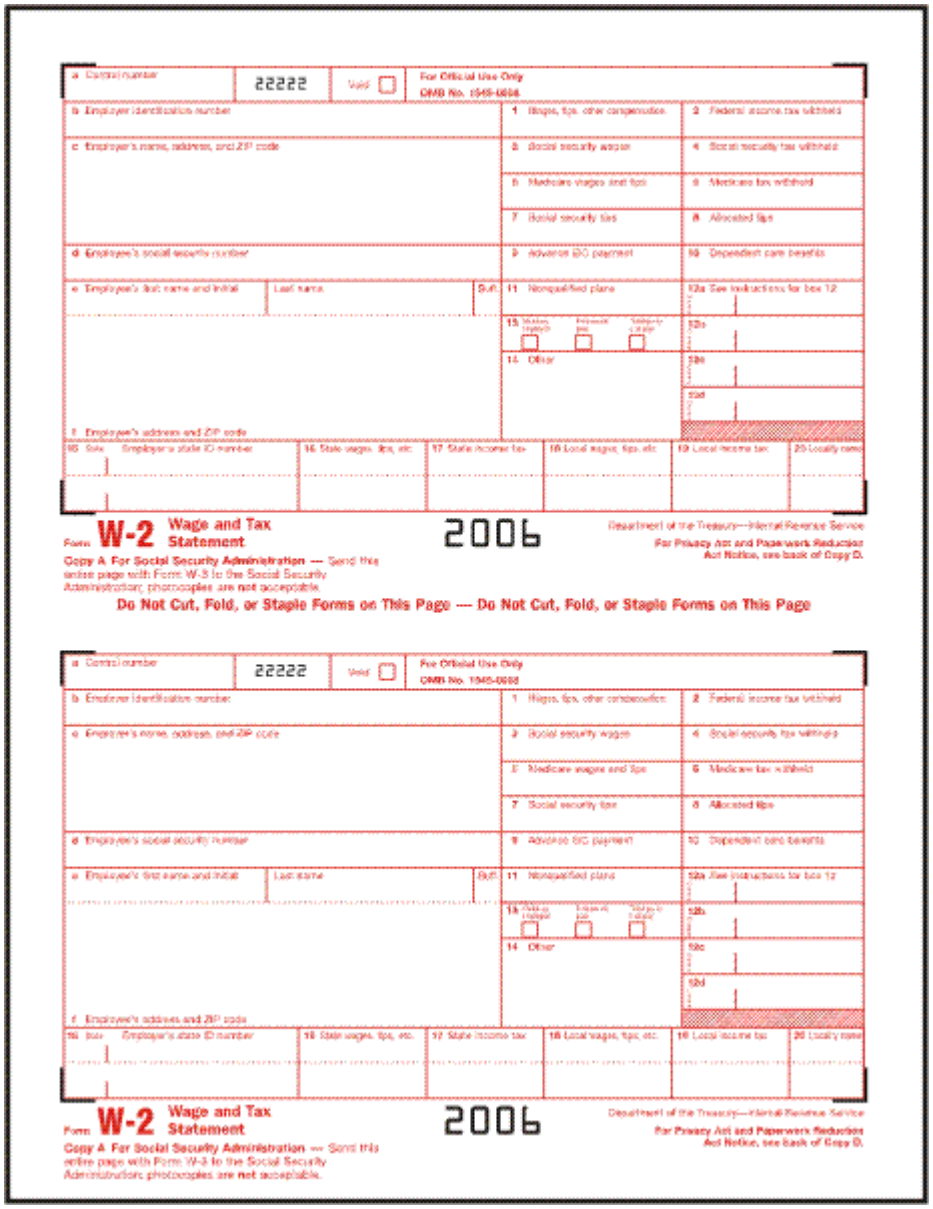
Select the employee range to include and a department mask *(if desired)*. The system will then print the W-2 form for each employee that has had any wages during the current year. The form that will be used is the form set up in the Master Configuration **(W2)**.

Make sure that you print the W-2s for all employees with the correct system date, if you have selected the option ***"Start New Year's Files."*** When you start the new year's files, the system will remove all employee information for employees that have been terminated in the new year. However, all employee information will remain in the previous year's file, so you may simply change the system date to December 31 of the previous year before printing the old W-2s.

Field Names:

- Employer's Federal ID Number
- Company Name
- Employee Name
- Employee Address
- Social Security Number
- Gross Taxable Wages
- Social Security Wages
- Medicare Wages
- Amount of FIT Withholding
- Amount of FICA
- Amount of SIT Withholding
- Amount of LIT Withholding

W-2 Forms


22222
Void
For Official Use Only
OMB No. 1545-0008
Form W-2 Wage and Tax Statement
2006
Department of the Treasury—Internal Revenue Service
Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.
For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.
Do Not Cut, Fold, or Staple Forms on This Page — Do Not Cut, Fold, or Staple Forms on This Page

W-2 REPORTING ON DISKETTE
MAGNETIC MEDIA - MMREF-1 FORMAT (PR0225)

This option allows you to print your year-end government W-2 information onto a floppy disk **(diskette)**. This option allows you to create a file on a diskette which can then be sent to the Social Security Administration **(SSA)** for W-2 reporting. The data file format conforms to the specifications described in the SSA publication number **MMREF-1-TY01**, **"Specifications for Magnetic Media Reporting and Electronic Filing of W-2 Information."**

For information regarding the testing and validation process of your MMREF-1 file using the AccuWage and AccuW2C software, please visit the SSA website at: **http://www.ssa.gov/employer/accuwage/index.html**

NOTE

The **SSA** publication **MMREF-1-TY01** specifies that an employer who is required, or volunteers, to submit their W-2 information on magnetic media

must obtain a Personal Identification Number **(PIN)** from the SSA prior to submitting the report.

Windows GUI and Character-based Systems

This option will create one file, named **"W2REPORT"** in the program directory, which contains all information necessary for the employer who is reporting, each employee to be reported, and all the totals and subtotals. You may also combine several of your Payroll data files into one file reported as one employer. The file, **W2REPORT** must be transferred to a diskette in order to send it to the SSA.

LINUX

A file called **"a:w2report"** will be created in the program directory **(e.g., /usr/datapro)**. This file will need to be renamed and then transferred to a diskette in order to send it to the SSA.

Once this option is selected, a screen will be displayed showing the data items necessary for creating this file. These data items are described below:

Multi-Company?	This instructs the system whether or not to combine several Payroll files into the report for one employer If you leave the checkbox blank, the system will use only the current company's payroll file for this report. If you click on the checkbox, the system will use your current company's overhead information for the employer's information and then prompt you for each company to include employee information from. If you want to include the employees from the current company make sure to specify this company number as the first company.
Resubmission?	This data item allows you to **"mark"** this submission of records as a Resubmission. If you are resubmitting a **MMREF-1** file, then you must enter a **TLCN** number supplied from the SSA.
TLCN	This data item is used when a **"Resubmission"** of the **MMREF-1** file is necessary. This **TLCN** number is issued for control purposes from the SSA.
Submitter EIN	This data item is a nine **(9)** character field which contains a **"69"** number for **Section 218** state/local entities only. If applicable, this should be a numeric code which begins with **"69,"** otherwise it should be left blank.
Submitter PIN	This data item contains the Personal Identification Number **(PIN)** which you received from the SSA to file magnetic media.

Contact Name	This data item contains the contact name of the person attesting to the accuracy of this file.
Contact Phone	This data item contains the contact phone number of the person attesting to the accuracy of this file.
Contact Phone Ext	This data item contains the contact phone number extension of the person attesting to the accuracy of this file.
Contact Fax	This data item contains the contact fax number of the person attesting to the accuracy of this file.
Contact Email	This data item contains the contact email of the person attesting to the accuracy of this file.
Method of Contact	This data item defines the method of contact that you wish to use with the SSA. There are three **(3)** choices that are listed below: **Email/Internet** **Fax** **Postal Service** Click on the contact method of your choice.
Prepared By	This data item defines who prepared this report. There are five **(5)** choices that are listed below: **Accounting Firm** **Self-Prepared** **Service Bureau** **Parent Company** **Other** Click on the correct choice to define the person who has prepared this report.
Submitter Information	Company to receive **MMREF-1** filing instructions: **Company Name** This data item contains the Company Name who will be responsible for receiving any filing instructions from the SSA.
Location Address	This data item contains the Location Address of the Company responsible for receiving any filing instructions from the SSA.
Delivery Address	This data item contains the Delivery Address of the Company responsible for receiving any filing instructions from the SSA.
City	This data item contains the city of the Company responsible for receiving any filing instructions from the SSA.
State	This data item contains the state of the Company responsible for receiving any filing instructions from the SSA.
Zip	This data item contains the zip code of the Company responsible for receiving any filing instructions from the SSA.
Company Name	This data item contains the Company Name who will be responsible for receiving notices of unprocessed information from the SSA.
Location Address	This data item contains the Location Address of the Company responsible for receiving notices of unprocessed information from the SSA.

Delivery Address	This data item contains the Delivery Address of the Company responsible for receiving notices of unprocessed information from the SSA.
City	This data item contains the city of the Company responsible for receiving notices of unprocessed information from the SSA.
State	This data item contains the state of the Company responsible for receiving notices of unprocessed information from the SSA.
Zip	This data item contains the sip code of the Company responsible for receiving notices of unprocessed information from the SSA. When all the above data items have been entered, click on the **"Start"** button to continue.
Company #	This data item is the three **(3)** character identifier for you company's data files.
Name Code	This data item defines the format of the employee names within the W-2 data file. Click on the appropriate button to specify either the employee's first name will be listed first or the employee's last name **(Surname)** to be listed first.
Type of Employment	This data item indicates the type of employment. The valid choices are: **Agriculture** **Household** **Military** **M.Q.G.E. (Medicare Qualified Gov. Emp.)** **Railroad** **Regular (All Others)**
Establishment Number	This data item contains a four **(4)** digit number which identifies each location as defined under the **"Establishment Reporting Plan."** See SSA publication **42-033** for details. This code is only used for **69** code employers.
Other EIN used this tax year	This data item contains a previously used EIN for this company for this tax year.
Business terminated this tax year	This data item determines if this company **(business)** has terminated this tax year.

When completed with the data items listed above, click on the **"Process"** button to create the **W2REPORT** file.

Windows (GUI) and Windows Character-based

At this point insert a floppy disk into the specified disk drive. Copy the **W2REPORT** file, which is located in the default program directory **(C:\POWER)** to the diskette.

PRINT W-2 TOTALS (PR0230)

This option allows you to print a report showing total information for all W-2s printed or filed via magnetic media. This information will be useful in filing the W-3 Transmittal Form. The State Wage Information on this report is calculated based on the W-2 State field on each Tax Table set up on each employee record.

NOTE

If you have more than one State Tax Table, it is important to check the **Exclude from W-2 Wages** box on the Maintain Tax Tables screen for the 2nd and subsequent State Tax Tables. Failure to check this box will cause your W-2 Totals report to be incorrect.

The following data fields are prompted before running this report.

Company Number	Enter the three **(3)** character company identifier you wish to include on this report.
Type of Employment	This data item contains a number which indicates the type of employment. The valid choices are: **1 = Agriculture** **2 = Household** **3 = Military** **4 = M.Q.G.E. (Medicare Qualified Gov. Emp.)** **5 = Railroad** **6 = Regular (All Others)**
Establishment Number	This data item contains a four **(4)** digit number which identifies each location as defined under the **"Establishment Reporting Plan."** See SSA publication **42-033** for details. This code is only used for **69** code employers.

Click on the **"Start"** button to begin this report. Choose an output method and click on the **"Continue"** button. Click on the **"Process"** button , then the **"Close"** button to print this report.

Field Names:

Type of Employment
- Total Number of W2s
- Employer Federal ID Number
- Employer State ID Number
- Establishment Number
- Company Name, Address, City, State & Zip
- Total Wages, tips, other compensation
- Total Federal income tax withheld
- Total Social Security Wages
- Total Social Security tax withheld
- Total Medicare wages and tips
- Total Medicare tax withheld
- Total Social Security Tips
- Total Allocated Tips
- Total Advanced EIC Payments
- Total Dependant Care Benefits
- Total Nonqualified Plans
- Total Deferred Compensation
- State
- State Wages
- State Tax Withheld

Print W-2 Totals

Infinity POWER Sample Company, Inc. Page 1
W-2 Totals Report (4) 04/28/2006

Type of employment	:	Regular
Total Number of W-2's	:	9
Employer Fed Id Number	:	69-7482328
Employer State Id Number	:	3679202
Establishment Number	:	INS
Company Name	:	Infinity POWER Sample Company, Inc.
Company Address	:	150 Second Avenue North
Company City	:	St Petersburg
Company State	:	FL
Company Zip	:	33701

1) Wages, tips, other compensation	=	$168,354.16
2) Federal income tax withheld	=	$10,152.65
3) Social security wages	=	$176,927.44
4) Social security tax withheld	=	$10,969.57
5) Medicare wages and tips	=	$176,927.44
6) Medicare tax withheld	=	$2,565.38
7) Social security tips	=	$0.00
8) Allocated tips	=	$0.00
9) Advance EIC payments	=	$0.00
10) Dependent care benefits	=	$0.00
11) Nonqualified plans	=	$0.00
12) Deferred compensation	=	$8,573.28

State		State Wages	State W/H
09	CT	$70,040.00	$0.00
12	FL	$106,887.44	$0.00

MAINTENANCE REPORTS (PR0110)

Seven reports are available by selecting the Maintenance Reports menu option:

Employee Listing
Department Listing
Time Category Listing
Special Pay Types Listing
Tax Table Listing
Workers' Comp. Classes Listing
Employee Mailing Labels

Each report is discussed on the following pages.

Employee Listing (PR0213)

This option allows you to print a summarized or detailed employee listing in alpha/numeric, Employee #, Name, and/or departmental order. It also gives you the option of specifying a specific **"Status Type"** to include on the report.

The non-detailed version of this report contains a brief list of employees with just their employee numbers, names, Social Security Numbers, Phone Numbers, and home departments. The detailed version of this report contains all of the information specific to each employee's record, including historical, special pay type and accumulator data, Direct Deposit and tax information.

The detailed report prints one employee per page. You may specify a range of employees to print and, optionally, a department mask. The detail report is especially beneficial for verifying input after initial set up and for archival purposes.

The fields included in this report are as follows:

Field Names:

- Employee Name & Number
- Address
- Phone
- Social Security Number
- WC Class
- Status
- Marital Status
- Home Department
- Hourly/Salary
- Pay Cycle
- Current Base Rate
- Normal Hours
- Comments
- Date of Birth
- Start Date
- Date of Last Review
- Rate Prior to Last Review
- Date of Next Review
- MTD, QTD, & YTD for wages, taxes, & weeks
- Personal Time Balances
- Tax Table Information for FIT, SIT, & LIT
- MTD, QTD, YTD for Accumulator Information
- Special Pay Type Information
- Direct Deposit Information
- Gender
- Race
- Date of Last Check
- Default Billing Rate

Employee Listing (Non-Detailed)

Infinity POWER Sample Company, Inc. Page 1
Employee Listing (4) 04/28/2006

Number	Name	S.S. Number	Phone Number	Department		End Date
CON-106	Conners, Charles S.	265-28-2411	813-895-8844	GEN. LABOR	General Labor	
ELL-104	Elliot, Frank	257-85-8442	813-247-8422	GEN. LABOR	General Labor	
FRA-102	Franklin, Albert T.	184-22-8451	813-877-9511	GEN. LABOR	General Labor	
FRI-109	Jack Friedman	223-10-8880	813-881-8108	SALES	Sales Department	
GOR-107	Gordon, Jim	265-88-1242	813-224-6363	ADMIN	Adminstration	
HAR-101	Harris, Susan	455-12-8867	813-334-1718	ADMIN	Adminstration	
MAG-108	Bill Maquire	410-67-1038	813-685-1173	SALES	Sales Department	
ROU-103	Rouse, Stan	223-41-8441	813-238-7411	MANAGEMENT	Management	
WRI-105	Wright, Ron	264-15-4354	813-224-5466	GEN. LABOR	General Labor	

Employee Listing (Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Detailed Employee Listing — (4) 04/28/2006

Employee Number: CON-106
Name : Conners, Charles S.
Address: 5422 N. Sheldon Road
: Apt. 233
City : Tampa
State : FL Zip: 33635
Phone : 813-895-8844
S.S. # : 265-28-2411
WC Class: 2 Framing Labor
Comments: Can use in many areas.

Status: Active
Marital Status : S
Home Department: GEN. LABOR
General Labor
Hourly / Salary: H
Pay Cycle : Annually
Current Base Rate: $100.00
Normal Hours : 80.00

Gender :
Race :
Date of Birth: 01/16/03
Start Date : 02/20/2003
Date of Last Review : 05/01/2005
Rate Prior to Review: $7.00
Default Billing Rate: 2 Labor Rate #1
Date of Next Review : 05/15/2006
Date of Last Check : 01/16/2006

** History Detail Information:

		M-T-D		Q-T-D		Y-T-D	
		Taxable	Tax	Taxable	Tax	Taxable	Tax
FIT	FED	$22,485.00	$493.50	$22,485.00	$493.50	$65,824.10	$1,317.41
CT	SIT1	$23,925.00	$0.00	$23,925.00	$0.00	$70,040.00	$0.00
MO-S	LIT1	$23,925.00	$753.00	$23,925.00	$753.00	$70,040.00	$2,184.00
FICA	FICA	$23,925.00	$1,483.35	$23,925.00	$1,483.35	$70,040.00	$4,342.48
MEDI	MEDI	$23,925.00	$346.92	$23,925.00	$346.92	$70,040.00	$1,015.60
FUTA	FUTA	$24,000.00	$56.00	$24,000.00	$56.00	$70,265.00	$56.00
CT	SUTA1	$24,000.00	$248.00	$24,000.00	$248.00	$70,265.00	$465.00
Weeks Worked	:	4		4		16	

** Tax Table Information:

		Tax #	Description	Expt.	Pri. Expt.	Sec. Add.	Amount
1)	FIT :	FED-S	FIT - SINGLE	2005	1	0	$0.00
2)	SIT :	CTA-3	CT - "A" >$50,500	05	1	0	$0.00
3)	Add. SIT :		Not Used		0	0	$0.00
4)	LIT :	MO-S	MO - SINGLE[0]	2005	0	0	$0.00
5)	Add. LIT :		Not Used		0	0	$0.00

** Direct Deposit Information:

Account #	Routing #	C/S	Act. Type	Amount		
3216549874563214	100000007	C	Yes	Fixed	$200.00
Not Used			No	None	$0.00
Not Used			No	None	$0.00
Not Used			No	None	$0.00

** Special Pay Type Accumulator Information:

		M-T-D	Q-T-D	Y-T-D
Pay Type	Description			
1) 125	125i Benefit Plan	$75.00	$75.00	$225.00
2) 401	D 401K Deduction	$1,440.00	$1,440.00	$4,215.90
3) den	Dental	$57.30	$57.30	$171.90
4) grp	Group Plan	$352.50	$352.50	$1,057.50
5) LIF	Life Insurance	$34.32	$34.32	$102.96

** Personal Time Balances:

Personal	20.00
Vacation	60.00
Sick Time	8.00
Unexcused	8.00
Misc.	0.00

** Special Pay Type Information:

Pay Type	Description	W/C	Perm	#	Type	Amount	Max Per Check	Max Per Year	Remaining Balance
1) 401	D 401K Deduction	No	Yes	0	Pct.	6.00%	$0.00	$0.00	$0.00
2) 125	125i Benefit Plan	No	Yes	0	Fixed	$25.00	$0.00	$0.00	$0.00
3) grp	Group Plan	No	Yes	0	Fixed	$117.50	$0.00	$0.00	$0.00
4) LIF	Life Insurance	No	Yes	0	Fixed	$11.44	$0.00	$0.00	$0.00
5) den	Dental	No	Yes	0	Fixed	$19.10	$0.00	$0.00	$0.00

* Number of records printed: 1

Employee Listing (Employee Information)

Infinity POWER Sample Company, Inc. Page 1
Detailed Employee Listing (4) 04/28/2006

Employee Number: CON-106
Name : Conners, Charles S.
Address: 5422 N. Sheldon Road
: Apt. 233
City : Tampa
State : FL Zip: 33635
Phone : 813-895-8844
S.S. # : 265-28-2411
WC Class: 2 Framing Labor
Comments: Can use in many areas.

Status: Active
Marital Status : S
Home Department: GEN. LABOR
General Labor
Hourly / Salary: H
Pay Cycle : Annually
Current Base Rate: $100.00
Normal Hours : 80.00

Gender :
Race :
Date of Birth: 01/16/03
Start Date : 02/20/2003
Date of Last Review : 05/01/2005
Rate Prior to Review: $7.00
Default Billing Rate: 2 Labor Rate #1
Date of Next Review : 05/15/2006
Date of Last Check : 01/16/2006

Employee Number: ELL-104
Name : Elliot, Frank
Address: 7113 Henderson Blvd.
: #208
City : Tampa
State : FL Zip: 33602
Phone : 813-247-8422
S.S. # : 257-85-8442
WC Class: 5 Electric Labor
Comments: Best employee on staff.

Status: Active
Marital Status : M
Home Department: GEN. LABOR
General Labor
Hourly / Salary: H
Pay Cycle : Bi-Weekly
Current Base Rate: $13.50
Normal Hours : 80.00

Gender :
Race :
Date of Birth: 09/24/03
Start Date : 07/10/2003
Date of Last Review : 12/31/2005
Rate Prior to Review: $12.00
Default Billing Rate: 3 Labor Rate #2
Date of Next Review : 03/31/2006
Date of Last Check : 01/16/2006

Employee Number: FRA-102
Name : Franklin, Albert T.
Address: 9833 N. Hanley Road
:
City : Tampa
State : FL Zip: 33637
Phone : 813-877-9511
S.S. # : 184-22-8451
WC Class: 2 Framing Labor
Comments: Mostly Carpentry work.

Status: Active
Marital Status : M
Home Department: GEN. LABOR
General Labor
Hourly / Salary: H
Pay Cycle : Bi-Weekly
Current Base Rate: $9.75
Normal Hours : 80.00

Gender :
Race :
Date of Birth: 04/16/03
Start Date : 01/11/2003
Date of Last Review : 11/30/2005
Rate Prior to Review: $9.75
Default Billing Rate: 1 Other
Date of Next Review : 04/03/2006
Date of Last Check : 01/16/2006

Employee Number: FRI-109
Name : Jack Friedman
Address: 15519 Lake Shore Villa
:
City : Tampa
State : FL Zip: 33636
Phone : 813-881-8108
S.S. # : 223-10-8880
WC Class: 9 General
Comments:

Status: Active
Marital Status : s
Home Department: SALES
Sales Department
Hourly / Salary: S
Pay Cycle : Monthly
Current Base Rate: $1,000.00
Normal Hours : 173.33

Gender :
Race :
Date of Birth: 02/05/03
Start Date : 03/06/2003
Date of Last Review : 07/01/2005
Rate Prior to Review: $1,000.00
Default Billing Rate: 2 Labor Rate #1
Date of Next Review : 07/03/2006
Date of Last Check : 01/16/2006

* Number of records printed: 4

Department Listing (PR0214)

This option provides a summarized or detailed listing of all of your department information. The non-detailed version of this report contains a brief list of departments with just the department numbers, descriptions, and account numbers. The detailed version of this report contains all of the information specific to each department record, including historical information. You may specify a range of departments to print on the report. The detail report is especially beneficial for verifying input after initial set up and for archival purposes.

Field Names:

- Department Number
- Description
- GL Wages Account
- GL Expense Account
- Overhead Factor
- Period
- Total Hours for each period of the year
- Total Wages & Expenses for each period of the year
- Total

Department Listing (Non-Detailed)

Infinity POWER Sample Company, Inc. Page 1
Department Listing (4) 04/28/2006

Number	Description	GL Wages	GL Expense	OH Factor
ADMIN	Adminstration	60100	60500	0.0000
GEN. LABOR	General Labor	60103	60503	0.0000
MANAGEMENT	Management	60102	60502	0.0000
SALES	Sales Department	60101	60501	0.0000

* Number of records printed: 4

Department Listing (Detailed)

Infinity POWER Sample Company, Inc. Page 1
Department Listing (4) 04/28/2006
Detailed

Number	Description	GL Wages	GL Expense		OH Factor	Period	Total Hours	Wages & Expense
ADMIN	Adminstration	60100	60500		0.0000	01/2006	759.99	$9,311.74
						02/2006	506.66	$6,150.85
						03/2006	506.66	$6,124.60
						04/2006	759.99	$9,259.82
				* Total:			2,533.30	$30,847.01
GEN. LABOR	General Labor	60103	60503		0.0000	01/2006	880.00	$26,282.76
						02/2006	656.00	$21,687.54
						03/2006	560.00	$22,232.61
						04/2006	760.00	$32,685.30
				* Total:			2,856.00	$102,888.21
MANAGEMENT	Management	60102	60502		0.0000	01/2006	519.99	$14,557.84
						02/2006	346.66	$9,646.64
						03/2006	173.33	$4,823.32
						04/2006	519.99	$14,627.08
				* Total:			1,559.97	$43,654.88
SALES	Sales Department	60101	60501		0.0000	01/2006	1,039.98	$6,554.72
						02/2006	701.32	$4,416.48
						03/2006	693.32	$4,416.48
						04/2006	1,039.98	$6,484.72
				* Total:			3,474.60	$21,872.40

* Number of records printed: 4

Time Category Listing (PR0215)

This option provides a listing of all of your Time Categories ***(e.g., Regular Time, Overtime, Vacation, etc.)***. This report may be used for a simple reference list of the time categories and their factors that you have set up.

Field Names:

- Category Number
- Description
- Factor

Time Category Listing

Infinity POWER Sample Company, Inc. Page 1
Time Category Listing (4) 04/28/2006

Number	Description	Factor
1)	Regular	1.0000
2)	Overtime	1.5000
3)	Double	2.0000
4)	Holiday	2.5000
10)	Piece Work	1.0000
11)	Personal	1.0000
12)	Vacation	1.0000
13)	Sick Time	1.0000
14)	Unexcused	0.0000
15)	Misc.	0.0000

* Number of records printed: 10

SPECIAL PAY TYPE LISTING (PR0216)

This option provides a summarized or detailed listing of all of your Special Pay Types information. The non-detailed version of this report contains a brief list of special pay types with just the pay type numbers, descriptions, and type ***(Earning, Deduction, etc.)***. The detailed version of this report contains the information specific to each special pay type. You may specify a range of special pay types to print on the report. The detail report is especially beneficial for verifying input after initial set up and for archival purposes.

Field Names:

- Special Pay Type Number
- Description
- Type
- Adjust FIT
- Adjust FICA
- GL Account
- Expense to Department

Special Pay Type Listing (Non-Detailed)

Infinity POWER Sample Company, Inc. Page 1
Special Pay Type Listing (4) 04/28/2006

Number	Description	Type
125	125i Benefit Plan	Deduction
401	D 401K Deduction	Deduction
403B	E 403B Deduction	Deduction
408K6	F 403B Deduction	Deduction
408P	S 408P Deduction	Deduction
457B	G 457B Deduction	Deduction
501	H 501(c)(18)(D)	Deduction
BON	Bonus	Earning
COM	Commissions	Earning
den	Dental	Deduction
EIC	Advanced EIC Credit	Earning
FIT	Additional FIT	Additional FIT
GRP	Group Plan	Earning
INS	Health Insurance	Deduction
LIF	Life Insurance	Deduction
LNS	Loan Repayment	Deduction
TIP	*Tips	Non-Cash Earning

* Number of records printed: 17

Special Pay Type Listing (Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Special Pay Type Listing — (4) 04/28/2006
Detailed

Number	Description	Type	Adj FIT	Adj FICA	GL Account	Department
125	125i Benefit Plan	Deduction	Yes	Yes	23450	
401	D 401K Deduction	Deduction	Yes	No	23800	
403B	E 403B Deduction	Deduction	Yes	No	23800	
408K6	F 403B Deduction	Deduction	Yes	No	23800	
408P	S 408P Deduction	Deduction	Yes	No	23800	
457B	G 457B Deduction	Deduction	Yes	No	23800	
501	H 501(c)(18)(D)	Deduction	Yes	No	23800	
BON	Bonus	Earning	Yes	Yes	60100	
COM	Commissions	Earning	Yes	Yes	60100	
den	Dental	Deduction	No	No	60100	
EIC	Advanced EIC Credit	Earning	No	No	23200	
FIT	Additional FIT	Additional FIT	No	No	23200	
GRP	Group Plan	Earning	Yes	Yes	60100	
INS	Health Insurance	Deduction	No	No	23450	
LIF	Life Insurance	Deduction	No	No	60100	
LNS	Loan Repayment	Deduction	No	No	11200	
TIP	*Tips	Non-Cash Earning	Yes	Yes		

* Number of records printed: 17

TAX TABLE LISTING (PR0217)

This option provides a summarized or detailed listing of all of your Tax Table information. The detailed report will print your tax tables in the same format as the Employer's Federal Tax Guide **(Circular E)**, Percentage Method Annual Table.

The non-detailed version of this report contains a brief list of tax tables with just the tax table numbers and descriptions. The detailed version of this report contains all of the information specific to each tax table. You may specify a range of tax tables to print on the report. The detail report is especially beneficial for verifying input after initial set up and for archival purposes.

Field Names:

- Tax Table Number
- Description
- GL Accrual Account
- Primary Exemption Value
- Secondary Exemption Value
- Adjust Base by FIT
- Adjust Base by FICA
- Adjust Base by SIT
- Type
- Unemployment Maximum
- Unemployment Tax Rate
- Unemployment GL Expense
- Unemployment GL Accrual
- Tax Calculation Table

Tax Table Listing (Non-Detailed)

Infinity POWER Sample Company, Inc. Page 1
Tax Table Listing (4) 04/28/2006

Number	Description
$CRED	** TAX CREDITS 2005
$PASU	PENN ST UNEMP - 2005
.5%	0.5% TAX OF GROSS
1%	1.0% TAX OF GROSS
1.5%	1.5% TAX OF GROSS
1.9%	1.9% TAX OF GROSS
2.4%	2.4% TAX OF GROSS
@NJ	NJ-STAT.DISAB.INS 05
@PASU	PENN ST UNEMP 2005
@RI	RI-STAT.DISAB.INS 05
@SDI	CASDI CA DIS.INS.05
AK-A	ALASKA - ALL 2005
AL-M	ALABAMA-MARRIED 2005
AL-S	ALABAMA-SINGLE 2005
AR-MB	AR MAR'D - BOTH 2005
AR-MS	AR MAR'D - SELF 2005
AR-S0	AR SNG'L 0 EXMP 2005
AR-S1	AR SNG'L 1 EXMP 2005
AZ-10	AZ - ALL (10%) 2005
AZ-18	AZ - Obsolete Table
AZ-21	AZ - Obsolete Table
AZ-23	AZ - Obsolete Table
AZ-29	AZ - Obsolete Table
AZ-34	AZ - Obsolete Table
AZ182	AZ - ALL (18.2) 2004
AZ213	AZ - ALL(21.3%) 2005
AZ233	AZ - ALL(23.3%) 2005
AZ294	AZ - ALL(29.4%) 2005
AZ344	AZ - ALL(34.4%) 2005
CA-H	CA-HEAD HS UNMR.2005
CA-HL	CA-HD HS <20,931 05
CA-M	CA-MRD 1 OR < 2005
CA-M2	CA-MRD 2 OR > 2005
CA-ML	CA-MRD 0or1<10492 05
CA-S	CA-SINGLE 2005
CA-SL	CA-SINGLE <10,492 05
CAM2L	CA-MRD 2or><20931 05
CO-M	COLORADO-M 2005
CO-M0	COLORADO-M [0] 2005
CO-S	COLORADO-S 2005
CO-S0	COLORADO-S [0] 2005
CTA-1	CT - "A" <$21,500 05
CTA-2	CT - "A" >$21,500 05
CTA-3	CT - "A" >$50,500 05
CTB-1	CT - "B" <$35,500 05
CTB-2	CT - "B" >$35,500 05
CTB-3	CT - "B" >$76,000 05
CTC-1	CT - "C" <$41,500 05
CTC-2	CT - "C" >$41,500 05
CTC-3	CT - "C" >$98,500 05
CTD-1	CT - STATUS "D" 2005

Infinity POWER Sample Company, Inc. Page 2
Tax Table Listing (4) 04/28/2006

Number	Description
CTF-1	CT - "F" <$22,300 05
CTF-2	CT - "F" >$22,300 05
CTF-3	CT - "F" >$52,500 05
DC-MS	DC-M SEPART 2003
DC-SM	DC-SNGL/M-JNT 2003
DE-MJ	DE - MAR'D/JNT 2005
DE-MS	DE - MAR'D/SEP 2005
DE-S	DE - SINGLE 2005
FED-M	FIT - MARRIED 2005
FED-S	FIT - SINGLE 2005
FL	FLORIDA - ALL 2005
GA-H	GA-HEAD HOUSE 2005
GA-MS	GA-MARRD SEP 2005
GA-S	GA-SINGLE 2005
GAMJB	GA-MRD/JNT/B W 2005
GAMJO	GA-MRD/JNT/O W 2005
HI-M	HAWAII-MARRIED 2005
HI-S	HAWAII- SINGLE 2005
IA-1	IOWA-0 & 1 DED. 2005
IA-2	IOWA-2 DED. 2005
ID-M	IDAHO-M [0] 2005
ID-S	IDAHO-S [0] 2005
IL	ILLINOIS - ALL 2005
IN	INDIANA STATE - 2005
IN-01	IN County .00175 05
IN-02	IN County .0025 05
IN-03	IN County .0032 05
IN-04	IN County .00375 05
IN-05	IN County .004 2005
IN-06	IN County .0041 2005
IN-07	IN County .0045 2005
IN-08	IN County .00475 05
IN-09	IN County .005 2005
IN-10	IN County .0055 2005
IN-11	IN County .00575 05
IN-12	IN County .0059 2005
IN-13	IN County .006 2005
IN-14	IN County .0062 2005
IN-15	IN County .00625 05
IN-16	IN County .0065 2005
IN-17	IN County .00674 05
IN-18	IN County .0068 2005
IN-19	IN County .007 2005
IN-20	IN County .0075 2005
IN-21	IN County .008 2005
IN-22	IN County .009 2005
IN-23	IN County .0095 2005
IN-24	IN County .01 2005
IN-25	IN County .0104 2005
IN-26	IN County .0107 2005
IN-27	IN County .01124 05

Infinity POWER Sample Company, Inc. Page 3
Tax Table Listing (4) 04/28/2006

Number	Description
IN-28	IN County .0115 2005
IN-29	IN County .012 2005
IN-30	IN County .0125 2005
IN-31	IN County .0135 2005
IN-32	IN County .0137 2005
IN-33	IN County .0143 2005
IN-34	IN County .0145 2005
IN-35	IN County .015 2005
IN/A	IN Obsolete Table 02
IN/B	IN Obsolete Table 02
KS-M	KANSAS-MARR'D 2005
KS-S	KANSAS SINGLE 2005
KY	KENTUCKY - ALL 2005
LA	LA Obsolete 2005
LA-1	LOUISIANA 1 DED 2005
LA-2	LOUISIANA >1DED 2005
MA-1	MASS. 1 DED>26144 05
MA-A	MASS. Obsolete Table
MA-B	MASS.>1 DED<26144 05
MD	MD-Obsolete Table
MD125	MD LOCAL 1.25% 2005
MD179	MD Obsolete Table
MD225	MD LOCAL 2.25% 2005
MD245	MD Obsolete Table
MD256	MD LOCAL 2.56% 2005
MD260	MD Obsolete Table
MD262	MD LOCAL 2.62% 2005
MD263	MD LOCAL 2.63% 2005
MD265	MD LOCAL 2.65% 2005
MD280	MD LOCAL 2.80% 2005
MD283	MD LOCAL 2.83% 2005
MD285	MD LOCAL 2.85% 2005
MD290	MD LOCAL 2.90% 2005
MD293	MD LOCAL 2.93% 2005
MD296	MD LOCAL 2.96% 2005
MD300	OBSOLETE TABLE
MD305	MD LOCAL 3.05% 2005
MD306	MD LOCAL 3.06% 2005
MD310	MD LOCAL 3.10% 2005
MD315	MD LOCAL 3.15% 2005
MD320	MD LOCAL 3.20% 2005
MDDWN	MD/DEL NORMAL 2005
MDNON	MD/NON-RESIDENT 2005
ME-M	MAINE - MARRIED 2005
ME-O	MAINE - OPTIONAL '05
ME-S	MAINE - SINGLE 2005
MI	MICHIGAN - ALL 2005
MN-M	MINNESOTA-M 2005
MN-S	MINNESOTA-S 2005
MO-H	MO - HEAD[0] 2005
MO-M	MO - MARRIED[0] 2005

Infinity POWER Sample Company, Inc. Page 4
Tax Table Listing (4) 04/28/2006

Number	Description
MO-S	MO - SINGLE[0] 2005
MS-B	MISSISSIPPI - B 2005
MS-H	MISSISSIPPI - H 2005
MS-M	MISSISSIPPI - M 2005
MS-S	MISSISSIPPI - S 2005
MT-M	MONTANA MARRD [0] 05
MT-S	MONTANA-SIN [0] 2005
NC-H	NC-HEAD <$80,000 05
NC-H2	NC-HEAD >$80,000 05
NC-M	NC-MAR'D <$50,000 05
NC-M2	NC-MAR'D >$50,000 05
NC-S	NC-SNGLE <$60,000 05
NC-S2	NC-SNGLE >$60,000 05
ND-M	N DAKOTA-MARRIED 05
ND-S	N DAKOTA-SIN/H-H 05
NE-M	NEB - MARRIED 2005
NE-S	NEB - SINGLE 2005
NH-A	NEW HAMPSHIRE - 2005
NJ-A	NJ -"A" (S) 2005
NJ-B	NJ -"B" (M) 2005
NJ-C	NJ -"C" 2005
NJ-D	NJ -"D" 2005
NJ-E	NJ -"E" 2005
NM-M	NEW MEXICO-M 2005
NM-S	NEW MEXICO-S 2005
NV-A	NEVADA - ALL 2005
NY-M	NY-STATE Married 05
NY-S	NY-STATE Single 2005
NYC-M	NY CITY-MARRIED 2005
NYC-N	NY CITY-NONRES 2005
NYC-S	NY CITY-SINGLE 2005
NYY-M	NY YKRS-MARRIED 2005
NYY-N	NY YKRS-NONRES 2005
NYY-S	NY YKRS-SINGLE 2005
OHIO	OHIO - ALL 2005
OK-A	OKLAHOMA-ADDL 2005
OK-M	OKLAHOMA-M [0] 2005
OK-OM	OKLAHOMA-O/M[0] 2005
OK-S	OKLAHOMA-S [0] 2005
OR-M	OREGON - MARRIED '05
OR-S	OREGON - SINGLE 2005
PA	PENNSYLVANIA - 2005
PR-MS	PR - MAR'D/SEP 2004
PR-O	PR - OTHERS 2004
RI-M	RI - MARRIED 2005
RI-S	RI - SINGLE 2005
SC	SC - 0 EXEMPT. 2005
SC-1	SC - 1 OR MORE 2005
SD-A	SOUTH DAKOTA - 2005
TN	TENNESSEE ALL 2005
TX	TEXAS - ALL 2005

Infinity POWER Sample Company, Inc. Page 5
Tax Table Listing (4) 04/28/2006

Number	Description
UT-M	UTAH - MARRIED 2004
UT-S	UTAH - SINGLE 2004
VA	VA Obsolete Table
VA-M	VA Married 2005
VA-S	VA Single 2005
VT-M	VERMONT - MAR'D 2005
VT-S	VERMONT - SNG'L 2005
WA	WASHINGTON-ALL 2005
WA-1	WASHINGTON 1-18 2005
WA-2	WASHINGTON OTHR 2005
WI-A	WISCONSIN-ALT 2005
WI-M	WISCONSIN-M 2005
WI-S	WISCONSIN-S 2005
WV-A	W. VIRGINIA-ALL 2003
WV-O	W. VIRGINIA-OPT 2003
WY	WYOMING - ALL 2005

* Number of records printed: 220

Tax Table Listing (Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Tax Table Listing — (4) 04/28/2006
Detailed

Number	Description	GL Accrual	Adj. Base By:			/---------- Unemployment Tax ----------/			
	Primary Exemption	Secondary Exemption	FIT	FICA	SIT	Type	Maximum	Tax Rate	GL Expense	GL Accrual
FED-M	FIT - MARRIED 2005	23200	N	N	N	1	$7,000.00	0.80%	75200	23500
	$3,200.00	$3,200.00								

Tax Table:	Over...	But Not Over...	Tax Amount	Plus %	of Excess Over...
1)	$8,000.00	$22,600.00	$0.00	10.0000 %	$8,000.00
2)	$22,600.00	$66,200.00	$1,460.00	15.0000 %	$22,600.00
3)	$66,200.00	$120,750.00	$8,000.00	25.0000 %	$66,200.00
4)	$120,750.00	$189,600.00	$21,637.50	28.0000 %	$120,750.00
5)	$189,600.00	$333,250.00	$40,915.50	33.0000 %	$189,600.00
6)	$333,250.00	$0.00	$88,320.00	35.0000 %	$333,250.00

FED-S	FIT - SINGLE 2005	23200	N	N	N	1	$7,000.00	0.80%	75200	23500
	$3,200.00	$3,200.00								

Tax Table:	Over...	But Not Over...	Tax Amount	Plus %	of Excess Over...
1)	$2,650.00	$9,800.00	$0.00	10.0000 %	$2,650.00
2)	$9,800.00	$31,500.00	$715.00	15.0000 %	$9,800.00
3)	$31,500.00	$69,750.00	$3,970.00	25.0000 %	$31,500.00
4)	$69,750.00	$151,950.00	$13,532.50	28.0000 %	$69,750.00
5)	$151,950.00	$328,250.00	$36,548.50	33.0000 %	$151,950.00
6)	$328,250.00	$0.00	$94,727.50	35.0000 %	$328,250.00

FL	FLORIDA - ALL 2005	25400	N	N	N	1	$7,000.00	2.70%	75200	23600
	$0.00	$0.00								

Tax Table:	Over...	But Not Over...	Tax Amount	Plus %	of Excess Over...
1)	$0.00	$0.00	$0.00	0.0000 %	$0.00

* Number of records printed: 3

Workers’ Compensation Classes Listing (PR0223)

This option provides a summarized or detailed listing of all of your Workers' Compensation Class information. The non-detailed version of this report contains a brief list of WC Classes with the WC Class number, description, predefined pay rate, insurance rate, and insurance maximum. The detailed version of this report contains the information specific to each WC Class. You may specify a range of WC Classes to print on the report. The detail report is especially beneficial for verifying input after initial set up and for archival purposes.

Field Names:

- WC Class Number
- Description
- Pay Rate
- Insurance Rate
- Insurance Maximum
- Regular Pay
- Overtime Pay
- Regular Portion of Overtime Pay

Workers' Compensation Classes Listing (Non-Detailed)

Infinity POWER Sample Company, Inc.
Workers' Comp. Class Listing

Page 1
(4) 04/28/2006

Number	Description	Pay Rate		Ins. Rate	Ins. Max
1	Concrete Labor	$11.00	Reg RegOT	3.0000 %	$0.00
2	Framing Labor	$13.25	Reg RegOT	2.5000 %	$0.00
3	Roofing Labor	$12.75	Reg RegOT	5.7500 %	$0.00
4	Plumbing Labor	$14.45	Reg RegOT	3.7500 %	$0.00
5	Electric Labor	$15.25	Reg RegOT	4.7500 %	$0.00
9	General	$0.00	Reg RegOT	0.1000 %	$0.00

* Number of records printed: 6

Workers' Compensation Classes Listing (Detailed)

Infinity POWER Sample Company, Inc.
Workers' Comp. Class Listing
Detailed

Page 1
(4) 04/28/2006

Number	Description	Pay Rate	Calc Type	Ins. Rate	Ins. Max	Regular Pay	Overtime Pay	Reg Part OT
1	Concrete Labor	$11.00	Reg RegOT	3.0000 %	$0.00	$0.00	$0.00	$0.00
2	Framing Labor	$13.25	Reg RegOT	2.5000 %	$0.00	$78,415.76	$212.00	$106.00
3	Roofing Labor	$12.75	Reg RegOT	5.7500 %	$0.00	$40,403.25	$0.00	$0.00
4	Plumbing Labor	$14.45	Reg RegOT	3.7500 %	$0.00	$0.00	$0.00	$0.00
5	Electric Labor	$15.25	Reg RegOT	4.7500 %	$0.00	$20,901.50	$0.00	$0.00
9	General	$0.00	Reg RegOT	0.1000 %	$0.00	$45,993.30	$252.00	$168.00

* Number of records printed: 6

EMPLOYEE MAILING LABELS (PR0218)

This option prints mailing labels for all employees, or for a subset of the employees based on selected criteria of **"Employee Status."** These labels may also be used for affixing to time cards.

This option may be used for printing standard size mailing labels, or you may adjust the size of the labels being printed for such things as rotary file cards. You may specify a range of employees to print and, optionally, a department mask. Selecting the desired Employee Status can further narrow the selection criteria. You may also choose to include the employee's social security number and/or phone number.

Field Names:

- Employee Name
- Mailing Address
- Social Security Number *(optional)*
- Phone Number *(optional)*

Employee Mailing Labels

Conners, Charles S.
5422 N. Sheldon Road
Apt. 233
Tampa, FL 33635

Elliot, Frank
7113 Henderson Blvd.
#208
Tampa, FL 33602

Franklin, Albert T.
9833 N. Hanley Road
Tampa, FL 33637

Jack Friedman
15519 Lake Shore Villa
Tampa, FL 33636

Gordon, Jim
4500 Tampa St.
Tampa, Fl 33612

Harris, Susan
445 S. Ford St.
St. Petersburg, Fl 33517

Bill Maquire
14523 Halfway Lane
Tampa, FL 33697

Rouse, Stan
1422 S. Addison Drive
Bldg. #2
Tampa, FL 33601

Wright, Ron
1212 W. Cypress Blvd.
Tampa, FL 33623

CHAPTER 5 PERFORM ANALYTICAL GRAPHS

This section discusses both types of Analytical Graphs utilized by the **Payroll** module. These graphs are designed to give you an instant visualization of your employee information. Graphing capabilities are not currently available with the **Linux** versions. No other programs are required to execute this option. The system performs all graphics functions from within its own programs.

After the graph has been displayed to your screen, printing is one simple step:

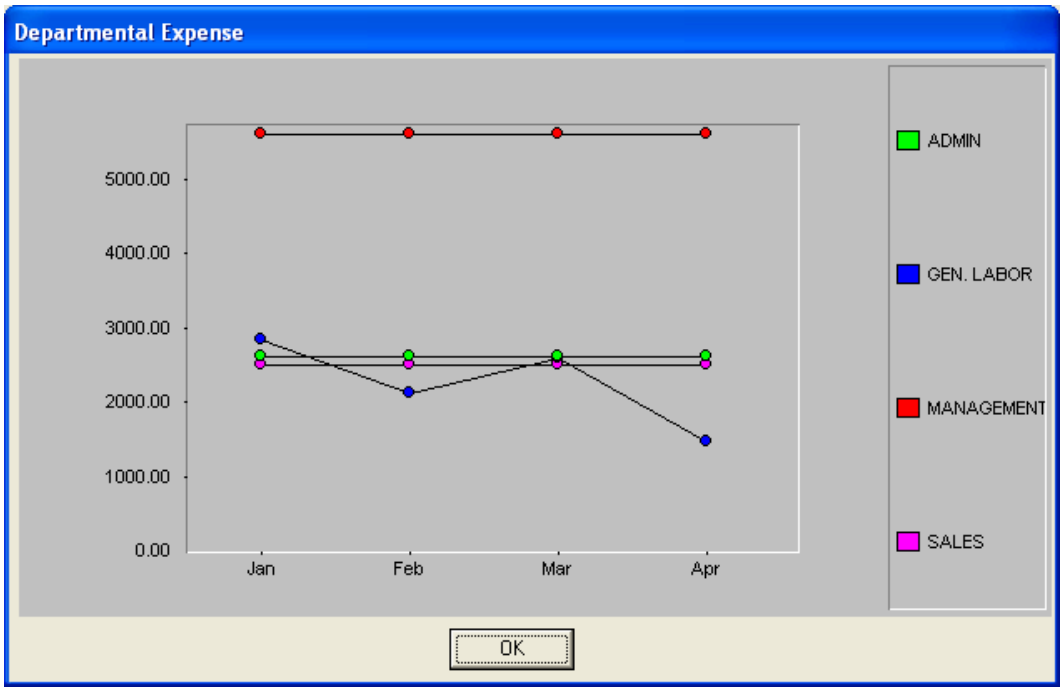
For Windows Compatibles: Press **ALT Print Screen** and paste into a **WORD** document.

You may also paste this image into a document or an Excel spreadsheet for presentation purposes.

PAYROLL EXPENSE BY DEPARTMENT (PR0301)

This option provides a line graph comparing the Year-to-Date wages and expenses on up to four **(4)** different departments.

Once you have selected this option, you will be asked to specify the departments you wish to graph. Simply input the appropriate department numbers; or <click> the **Down Arrow** ***(F2 by default)*** and a listing of your department numbers and their descriptions will be displayed. Highlight the department you wish to use and <click> **OK**. Press **TAB** to select another Department in the same manner. Once you have input all of the department numbers to be graphed, <click> on the **GRAPH** button and the line graph will be plotted.



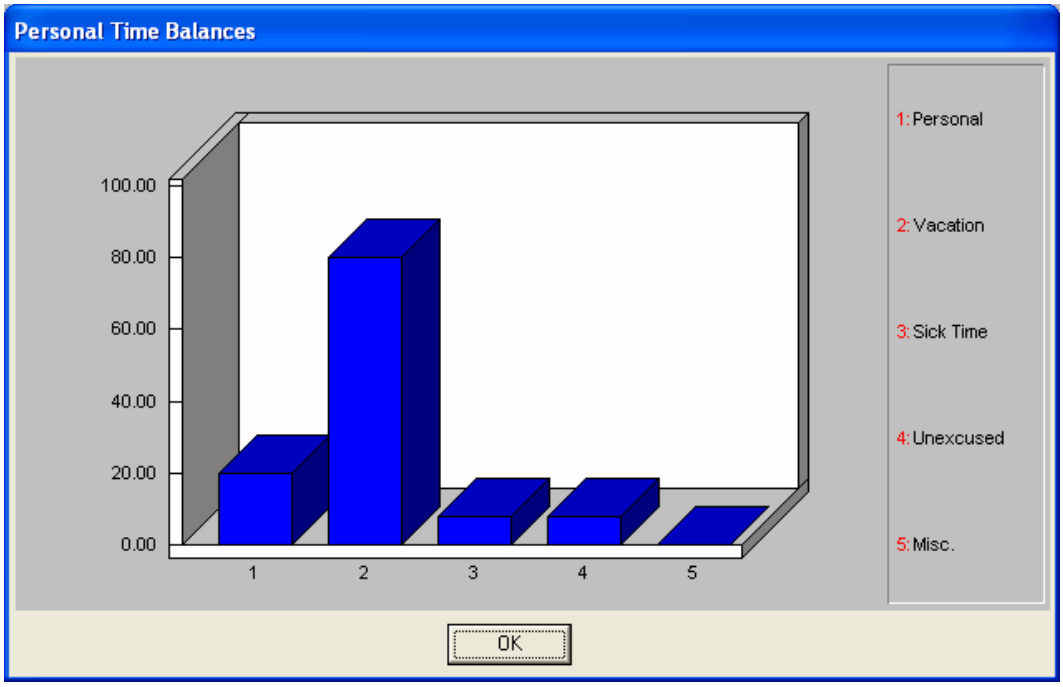
EMPLOYEE PERSONAL TIME COMPARISON (PR0302)

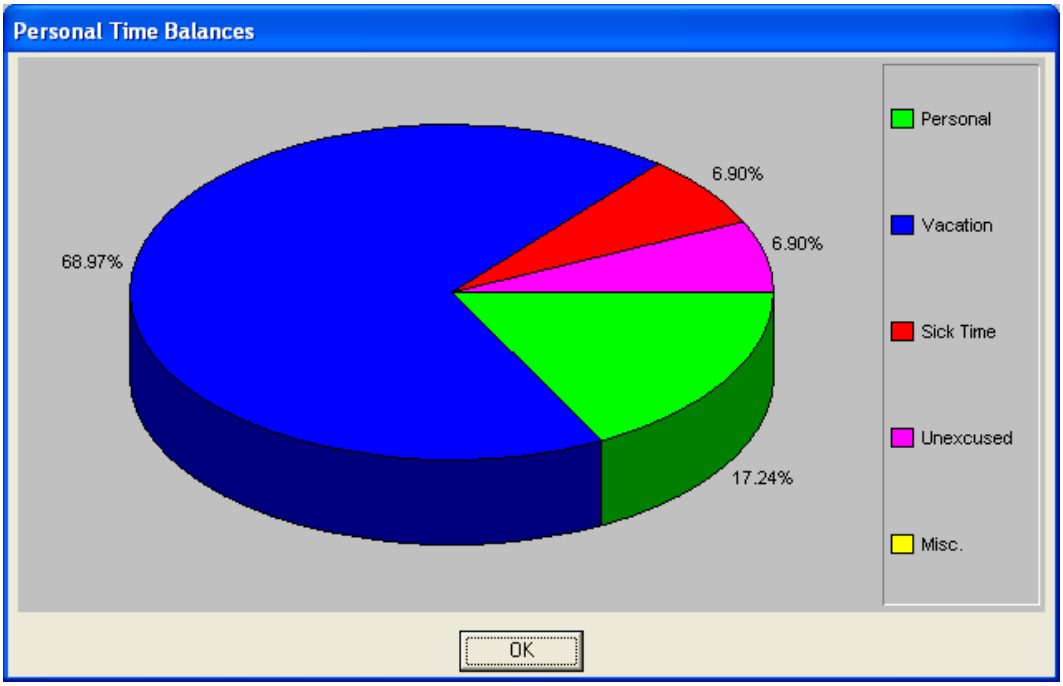
This option allows you to graph a bar and/or pie chart for the current personal time balances for specific employees.

This option graphs personal time balances for a particular employee. The personal time categories are the last five **(11-15)** time categories that you have set up in the Master Configuration. To specify the employee you wish to graph, simply input the appropriate employee number, or <click> the **Down Arrow *(F2 by default)*** and a listing of your employee numbers and their names will be displayed. Highlight the employee you wish to use and <click> **OK**. The system will display this employee's name and number. You will then select the type of graph desired:

- **Bar Graph**
- **Pie Chart**

Upon selecting the graph type and <click>ing on the **GRAPH** button, the graph will automatically be displayed showing the number of hours remaining for each of the five personal time categories. **NOTE:** Any personal time balance that is less than zero will be displayed as zero.





EMPLOYEE RANKING BY TIME CATEGORY (PR0303)

This option provides a bar and/or pie graph comparing the Time Categories on up to twelve **(12**) different employees.

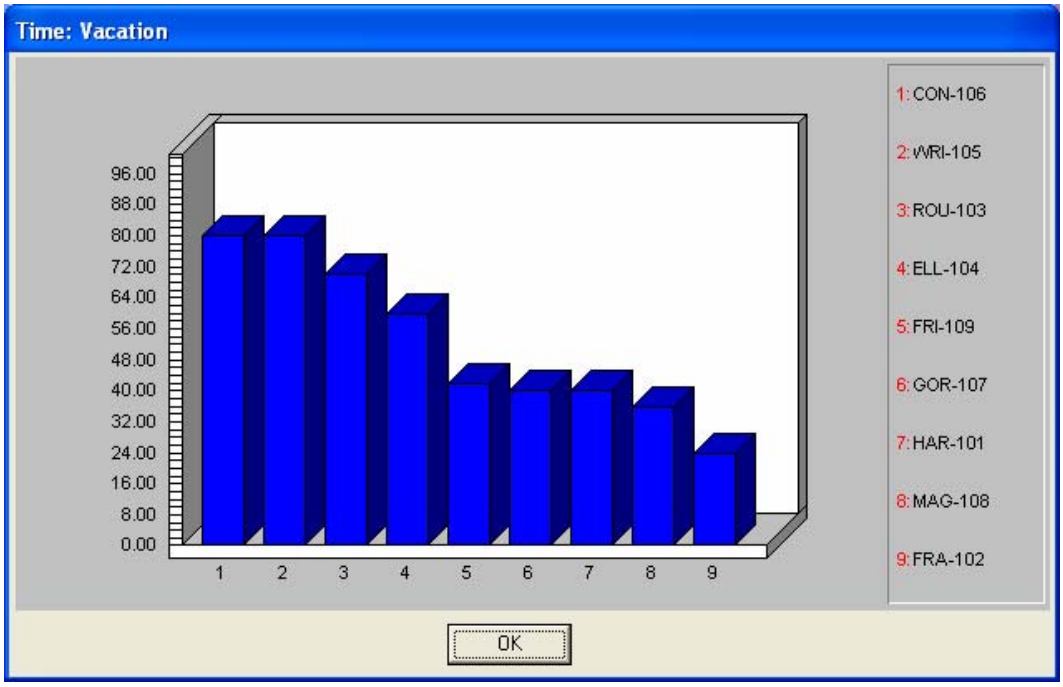
This option allows you to select a range of employees and then rank them based on the negative balance of a specific personal time category. The personal time categories will be the last five **(11-15)** time categories that you have set up in the Master Configuration. The system will only choose those employees that have a negative balance in the personal time specified. The balances, however, will be displayed as positive numbers. This provides you with a quick analysis of those employees that have used up more personal time than they have accrued.

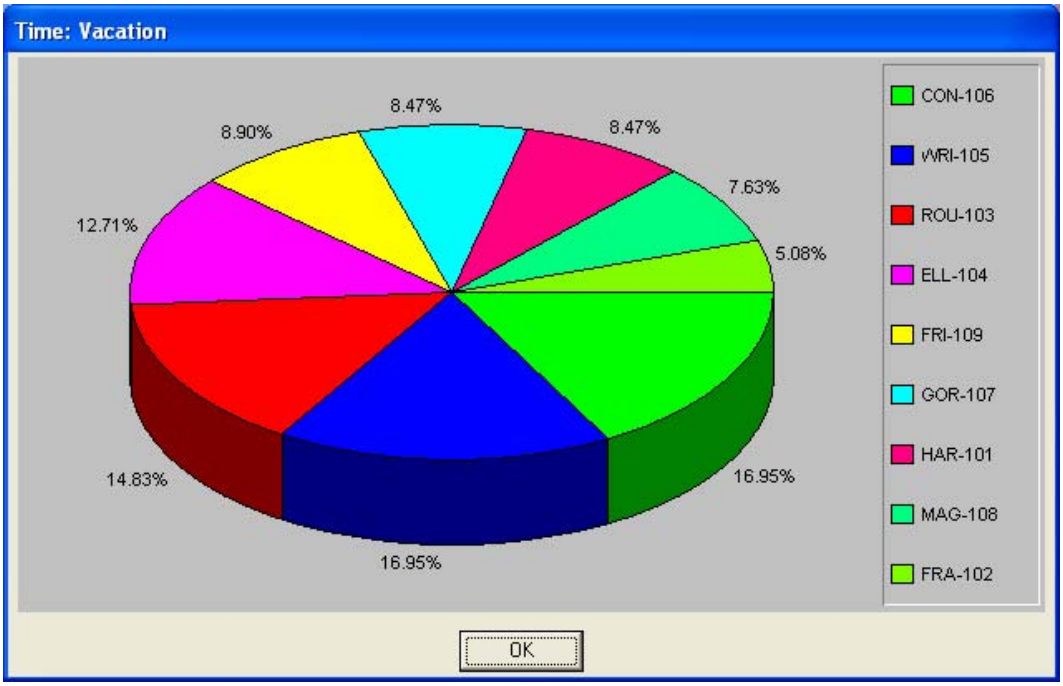
You must first specify the employee range, ***"Sort By"*** field and, optionally a department mask. The system will then allow you to enter the maximum number of employees to include ***(up to 12)*** and the personal time category to use. The system will then rank the employees base on their negative balances in the personal time category selected and display the employees to be graphed.

You will then select the type of graph desired:

- **Bar Graph**
- **Pie Chart**

Upon selecting the graph type, <click> on the **GRAPH** button and the graph will be displayed.


Time: Vacation
96.00
88.00
80.00
72.00
64.00
56.00
48.00
40.00
32.00
24.00
16.00
8.00
0.00
1 2 3 4 5 6 7 8 9
1: CON-106
2: WRI-105
3: ROU-103
4: ELL-104
5: FRI-109
6: GOR-107
7: HAR-101
8: MAG-108
9: FRA-102
OK


Time: Vacation
8.47%
8.47%
8.90%
7.63%
12.71%
5.08%
14.83%
16.95%
16.95%
CON-106
WRI-105
ROU-103
ELL-104
FRI-109
GOR-107
HAR-101
MAG-108
FRA-102
OK

INDEX

A

Accumulator 2-14
Add LIT 2-13
Add. SIT 2-13
Additional Exemption Amount 2-14
Additional FIT (Type 4) 2-38
Additional Pay Calculations 3-4
Adjust Add. LIT 2-40
Adjust Add. SIT 2-39
Adjust Base By FICA 2-44
Adjust Base By FIT 2-44
Adjust Base By SIT 2-44
Adjust FIT Wages 2-39
Adjust FUTA Wages? 2-40
Adjust Medicare Wages 2-39
Adjust SIT Wages 2-39
Adjust Soc. Sec. Wages 2-39
Adjust SUTA Wages? 2-40
Allocate Dept Overhead 2-57
Allow Check Reprint 2-57
ANALYTICAL GRAPHS 5-1
Annual Pay Summary 4-20, 4-21

B

Base Rate 2-9
Business terminated this tax year 4-52

C

Cancel the Print Job 4-4
Certified Payroll 3-16, 3-17
Check Register (Detailed) 4-6
Check Register (Non-Detailed) 4-5
Check Register (PR0201) 4-4
Check Register by Employee 4-10
Check Register by Employee (Detailed) 4-12
Check Register by Employee (Non-Detailed) 4-11
Check Summary 3-11
Compensation Type 2-9
Considered a Statutory Employee 2-19
Contact Email 4-51
Contact Fax 4-51
Contact Name 4-51
Contact Phone 4-51
Contact Phone Ext 4-51
Contributed to Deferred Comp. Plan 2-19
CTRL+O (Output Options) 4-1

D

DATA FILE DESCRIPTIONS 1-7
Deduction (Type 3) 2-38
Default JC Billing Rate 2-8
Default Pay Cycle 2-57

Delivery Address 4-51
Department Listing 4-59
Department Listing (Detailed) 4-61
Department Listing (Non-Detailed) 4-60
Departmental Expense Summary 4-22, 4-23
DEPARTMENTAL OPTION 1-2
Dept. OH Expense Credit 2-61
Description 2-35
Direct Deposit Form 2-59
DIRECT DEPOSIT OPTION 1-3
Displayed Report Options 4-3

E

Earning (Type 1 2-38
Emp. Review Form 2-58
Employee Comments Report 4-37, 4-38
Employee Hours Report 4-28, 4-29
Employee Listing 4-55
Employee Listing (Detailed) 4-57, 4-58
Employee Listing (Non-Detailed) 4-56
Employee Mailing Labels 1-9, 4-77, 4-78
Employee Name 2-7
Employee Number 2-7
Employee Pay Review 4-34
Employee Pay Review (PR0208) 4-33
Employee Pay Review Reminder 4-31, 4-32
Employee Personal Time Balance 4-35, 4-36
EMPLOYEE PERSONAL TIME COMPARISON 5-2
Employee Ranking by Time Category 5-3
EMPLOYEE/DEPARTMENTAL SUMMARIES 4-16
Employer's Federal I.D. # 2-58
Employer's State I.D. # 2-58
ENTER EMPLOYEE COMMENTS 3-24
Exclude from W-2 Wages? 2-51
Exempt Medicare 2-11
Exempt Social Security 2-11

F

Federal Income 2-12
FICA 2-12
FICA Override 2-57
FIT Table 2-13
Font Attributes 4-2
FUTA (Federal Unemployment Tax) 2-12
FUTA Account 2-60

G

GENERAL LEDGER ACCOUNTS 2-60
GENERAL OVERVIEW 2-1
GL Accrual Account 2-44
GL Expense Account 2-35
GL Unemployment Exp. 2-44
GL Unemployment Liab. 2-44
GL Wages Account 2-35
Gross Wage % 3-4, 3-9

H

Home Department....2-8
Hourly Extension....3-4, 3-8

I

IMPORT EMPLOYEES....2-20
Insurance Maximum....2-54
Insurance Rate....2-54
Integration w/General Ledger....1-5
Integration w/Job Cost Main Module....1-6
Interdepartment Account....2-61
INTRODUCTION....1-1

J

JC Detail Type....2-59
JOB COST OPTION....1-2

L

LINUX....4-50
LIT Table....2-13
Location Address....4-51

M

Mailing Address....2-7
Main Deduction Account....2-61
Main Earnings Account....2-61
MAINTAIN DATA FILES....2-62
MAINTENANCE REPORTS....4-55
MAKE COMPLETE DATA BACKUPS....2-66
Marital Status....2-8
MASKED FIELDS....1-9
Masking (Wildcards)....4-3
MASTER CONFIGURATION....2-56
Medi Account Employee....2-60
Medi Account Employer....2-60
Medicare....2-12
Medicare Tax %....2-58
Medicare Tax Limit....2-58
Method of Contact....4-51
Minimum Wage Override....2-11
Minimum Wage/Hour....2-57
Monthly Amts.....2-54
Monthly Pay Summary....4-17
Monthly Pay Summary (PR0203)....4-16
Monthly Worker's Compensation Report....4-43
Monthly Workers' Compensation Report....4-44
Multi-Company?....4-50

N

Navigation Tools....2-4
Non-Cash Earning (Type 2)....2-38
Non-Payroll Payments (Type 5)....2-38
Normal Hours....2-9
Normal Table Calculation....2-45
Normal with % FIT & SIT Exempt....2-47

Normal with % Wage Exemption 2-46
Normal with Annual Credit 2-46
Normal with Credit & FIT & SIT 2-48

O

Other EIN used this tax year 4-52
Overhead Factor 2-35

P

Participant in a Retirement Pension Plan 2-19
Pay Cycle 2-9
Payroll Cash Account 2-60
PAYROLL CONFIGURATION 2-56
PAYROLL EXPENSE BY DEPARTMENT 5-1
Percentage Up to YTD Gross 2-45
Period to Report On 4-4
Perm 2-15
Personnel 2-9
PERSONNEL REPORTS 4-31
Prepared By 4-51
Primary Exemption 2-13, 2-44
PRINT CERTIFIED PAYROLL 3-15
PRINT CHECK SUMMARY 3-9
Print Checks 3-20
PRINT CHECKS 3-18
PRINT REPORTS 4-1
PRINT W-2 FORMS (PR0212) 4-48
Print W-2 Totals 4-54
PRINT W-2 TOTALS 4-53

Q

Quarterly Pay Summary 4-18
Quarterly Pay Summary (for 941) 4-45

R

Range of Accounts 4-3
RAPID EMPLOYEE ENTRY 3-5
Rapid Employee Entry Flowchart 1-11
Rate Dec. (0-5) 2-59
Rate Override 2-56
RECORD ACCRUED PERSONAL TIME 3-24
Record Accrued Personal Time Flowchart 1-13
Record Employee Comments Flowchart 1-13
Recursions 2-15
Regular Earnings & All Over Time 2-54
Regular Earnings & Regular part of Over Time 2-54
Regular Earnings Only 2-54
RENAME PR EMPLOYEE NUMBER 2-32
Report Print Options 4-2
Report Sorting Preference 4-3
Resubmission? 4-50

S

Secondary Exemption 2-14, 2-44
SET UP AND MAINTENANCE 2-1
SET UP DEPARTMENTS 2-34

SET UP EMPLOYEES....2-5
SET UP SPECIAL PAY TYPES....2-37
SET UP WORKERS' COMP. CLASSES....2-53
Single Employee Entry Flowchart....1-10
SIT Table....2-13
Social Security Limit....2-58
Social Security Tax %....2-58
Special Pay Type Listing....4-64
Special Pay Type Listing (Detailed)....4-66
Special Pay Type Listing (Non-Detailed)....4-65
Special Pay Type Register....4-24, 4-25
Special Tax Calculation for CT (Connecticut)....2-49
Special Tax Calculation for OK....2-48
STANDARD FEATURES FOR REPORTS....4-1
START NEW YEAR'S DATA FILE....2-63
State 1 Income....2-12
State 2 Income....2-12
Status....2-8
Submitter EIN....4-50
Submitter Information....4-51
Submitter PIN....4-50
SUTA 1 (State Unemployment Tax for State 1)....2-13
SUTA 2 (State Unemployment Tax for State 2)....2-13
SUTA Account....2-60
SYSTEM INTEGRATION....1-5, 2-62

T

Tax Based on FIT Amount....2-49
TAX REPORTS....4-39
Tax Table Listing....4-67
Tax Table Listing (Detailed)....4-73
Tax Table Listing (Non-Detailed)....4-68
Tax Table Number....2-13
TAX TABLES....1-3
TIME CATEGORIES....1-4, 2-61
Time Category Listing....4-62, 4-63
TLCN....4-50
TRANSACTION PROCESSING FLOWCHARTS....1-10

U

Unemployment Maximum....2-44
Unemployment Tax Rate....2-44
Unemployment Tax Reports....4-39, 4-42
UPDATE TAX TABLES FROM MASTER FILE....2-53

V

Variable OT Calculation....2-57
VOID CHECKS....3-23

W

W-2....2-18
W-2 Form....2-58
W-2 Forms....4-49
W-2 Reporting Category....2-40
W-2 REPORTING ON DISKETTE....4-50
Wages & Salaries Account....2-60
WC....2-15

WC Class 2-8
Windows GUI and Characther-based Systems 4-50
WORKERS' COMPENSATION 1-3
Workers' Compensation Classes Listing (Detailed) 4-76
Workers' Compensation Classes Listing (Non-Detailed) 4-75
Workers’ Comp.Class 2-56
Workers’ Compensation Classes Listing 4-74
WRITE A SINGLE CHECK 3-21
Write a Single Check Flowchart 1-12